



HOCKEY CANADA



JOB POSTING

POSITION: MANAGER, HOCKEY CANADA REGIONAL CENTRE ONTARIO

EMPLOYEE: Vacant

REPORTS TO: Vice President, Hockey Development

LOCATION: TORONTO

STATUS: Full-time

DATE: 2013/2014

GENERAL RESPONSIBILITIES:

- Initiate, design, and articulate an agreed upon work plan in discussion Hockey Canada program staff, Branch personnel, and NHL Development program staff
- Develop and monitor delivery of all agreed upon programs (plan, organise, implement, and evaluate).
- Develop and monitor Hockey Canada Ontario Regional Centre office budget.
- Where appropriate and necessary, manage personnel – including full time staff, contracted staff, and volunteer personnel engaged in the delivery and support of programs identified in the annual work plan. This could include: recruitment, training, managing and evaluating personnel).
- Manage office and deal with suppliers.
- Plan for and manage all inventories of supplies, resources, and material required in the delivery of programs.
- Support and assist in the delivery of partner initiated programs. These could include but are not limited to:

Branch Core Program Components (Support):

- Coach Education Programs (NCCP)
- Mentorship Programs – Coaching and Officiating
- Officiating Program of Excellence
- Parent Education initiatives
- Risk and Safety Programs

Canadian NHL Team, Program Components (Promotion):

- Coaching Day Programs (NHL Canadian Teams)
- Skills Challenge and Skills Combine Programs

Joint Hockey Canada/Branch Program Components (Outreach):

- Hockey Canada Skills Camps Coordination and Support
- Assist Ontario Branches with development programs.

- Support Hockley Canada Media and set up press conferences when requested
- Manage communications (letters, faxes, e-mails, phone, media).
- Plan and attend meetings.
- Negotiate policies and operations with all partners involved.
- Carry out other duties as assigned.

National Team Program Support in Toronto

- Work with Men's and Women's High Performance departments to organize all high performance camps and activities at MasterCard Centre
- Work as primary contact between the facility and the High Performance department when securing ice, dressing room, and meeting space requirements.
- Support High Performance staff on-site with execution of camps and meetings in Toronto.

ESSENTIAL SKILLS:

The successful candidate shall possess the following:

- Post-secondary education in a related field such as Sports Administration, Coaching Science, etc.
- A positive customer focused attitude with an ability to deal with challenging situations with integrity, empathy and sincerity
- Well-developed written and verbal communication skills
- Ability to work in a team-based environment (Regional Centers, Branches, Hockey Canada)
- Computer literate, including Microsoft Office, internet and e-mail
- Communicate and work with volunteers and the general public with attention to detail and immediate follow up
- Thorough knowledge of accounting practices including budget development and implementation
- Excellent organizational skills with the ability to manage multiple projects and deadlines maintaining attention to detail
- Experience working in the hockey environment
- Bilingualism (English and French) considered an asset

Qualified applicants are invited to submit their resume and salary expectations by August 30, 2013, 2013 by 9:00 am (MST) to:

Manager, Human Resources
 Hockey Canada
 Suite 201, 151 Canada Olympic Road SW
 Calgary, AB T3B 6B7
 E-mail: jobs@hockeycanada.ca

For more information please visit

<http://www.hockeycanada.ca/jobs>