



HOCKEY CANADA



JOB POSTING

POSITION: MANAGER, SCHOOL PROGRAMS

EMPLOYEE: Vacant

REPORTS TO: Vice President, Hockey Development

LOCATION: CALGARY

STATUS: Full-time

DATE: 2013/2014

GENERAL RESPONSIBILITIES:

- Develop and monitor delivery of all agreed upon programs (plan, organise, implement, and evaluate).
- Develop and monitor program budgets.
- Where appropriate and necessary, manage personnel engaged in the delivery and support of programs identified in the annual work plan. This could include: recruitment, training, managing and evaluating personnel.
- Plan for and manage all inventories of supplies, resources, and material required in the delivery of programs.

Hockey Canada School Programs Initiatives

- Work with Hockey Canada Branches to establish and maintain inventory of school program resources
- Ongoing promotion of school-based Introduction to Hockey curriculum materials as these relate to Hockey Canada Recruitment and Retention initiatives through Early Literacy, Floor Hockey / Floorball Initiatives, Discover Hockey and Learn to Play programming.
- Support Hockey Canada Sport Schools and Skills Academy programs to act as delivery agents of Discover Hockey and Learn to Play programs

Hockey Canada Sport Schools

- Serve as staff liaison to the Hockey Canada Sports School National Committee
- Work closely with Branches on the application and licensing process for the Hockey Canada Sports School programs
- Maintain regular communication with HCSS Operators
- Manage/support World Sport School Challenge Events (male/female)

Hockey Canada Skills Academy

- Manage the annual HCSA work plan and relate budget
- Monitor the invoicing process for HCSA licensing fees and player registration fees
- Manage the annual HCSA license application and renewal process

- Manage HCSA Program Evaluation
- Ongoing maintenance and distribution of the HCSA curriculum resources
- Plan and deliver the annual HCSA Summer Seminar

Development Programs

- Assist Branches with delivery of development programs when requested
- Design and deliver new Hockey Canada Development Programs as identified by Hockey Canada Development priorities.
- Provide support to Western Branches in the event they wish to maintain and manage Skills Camps within their Branch jurisdiction
- Provide support in the design and delivery of Branch grassroots programming

NHL Partnerships

- Assist NHL Partners with the planning, organization, and delivery of their various grass roots hockey initiatives,

ESSENTIAL SKILLS:

The successful candidate shall possess the following:

- University Degree in Sports Administration, Physical Education, or Education. (Consideration will be given to candidates with equivalent levels of education and experience.)
- Working knowledge of the Canadian education system
- Experience in sport program development with an ability to design, facilitate, and deliver workshops, seminars, and/or training programs
- Strong technical knowledge of the game of hockey
- Knowledge of the Hockey Canada Skills Academy Program
- Bilingualism (English and French) considered an asset
- Manage multiple priorities in a fast paced environment
- Knowledge of fund accounting in a not-for-profit environment is 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>