



Coordinator, Team Alberta

Location: Red Deer

Minimum Experience: 3 Years

Minimum Education: Diploma or Degree

Job Type: Full Time

Application Deadline: January 4, 2016

Hockey Alberta is inviting applications for the position **Coordinator, Team Alberta**.

Under the direction of the Manager, Team Alberta Programs, the Coordinator focuses on providing quality programs and services in the Team Alberta portfolio including Team Alberta Under-18 Female and Under-16 Female programs and teams.

Hockey Alberta is an opportunity for you to work in a volunteer-based organization, with passionate people from across the province. If you share a similar passion about working in a dynamic sporting environment, we encourage you to apply.

Job Description

The Coordinator, Team Alberta is involved in the planning and implementing various Team Alberta programs, with the following specific areas of focus.

U16 Female Program

- Coordinate Alberta Winter Games / Alberta Challenge and U16 Female Summer Camp
- Coordinate player registration, volunteer recruitment, coach selection
- Liaise with Staff to develop and execute on the coach / player development technical plan

U18 Female Program

- Coordinate logistics for selection camps and Team operations
- Coordinate player registration, volunteer recruitment, coach selection
- Liaise with Staff to develop and execute on the coach / player development technical plan
- Act as Director of Operations or Team liaison at the events

Trainers Program

- Develop and lead the Trainer recruitment / development plan for the Team Alberta program
- Coordinate professional development opportunities for Team Alberta trainers

Sledge Hockey

- Liaison with Committee to provide support to the High Performance Sledge Hockey program
- Coordinate logistics for High Performance Sledge Hockey initiatives

Qualifications

- Diploma or degree in Kinesiology, Sport Administration or Recreation, or possess an equivalent combination of training, experience and/or education.
- Self-starter, possessing strong interpersonal and organizational skills and able to handle numerous tasks with tight deadlines effectively
- Computer literacy.
- Ability to work with and lead volunteers.
- A general knowledge of hockey is essential.
- Past experience working on or coordinating programs or events will be considered an asset.

Salary and benefits are based on the Hockey Alberta Compensation Policy and Principles relative to the successful applicant's education and experience. This position requires travel, evening and weekend work.

Applications will be accepted until **Monday, January 4, 2016**. Only those selected for an interview will be contacted.

To apply, please email your resume and a cover letter to the following:

Hockey Alberta
C/O Michael Kraichy
Email: jobs@hockeyalberta.ca

About Hockey Alberta

Hockey Alberta is the governing body for organized hockey in the province of Alberta and a proud member of Hockey Canada. Hockey Alberta is a dynamic non-profit provincial sport organization, with a mission to create positive opportunities and experiences FOR ALL PLAYERS. Hockey Alberta has over 400 member local minor hockey associations and club teams that serve over 90,000 participants between the levels of Initiation and Senior hockey. Hockey Alberta's workforce includes a volunteer core of close to 100 and a full time administration staff of 28. Our head office is located in Red Deer, Alberta, with regional offices in Grande Prairie, Lloydminster, Lethbridge, Edmonton and Calgary.