Ed Chynoweth Internship Posting

Hockey Canada - 2013

EMPLOYEE: Vacant

POSITION: REGIONAL CENTRE, COORDINATOR - DEVELOPMENT

SUPERVISOR: Manager, Hockey Canada Regional Centre Ontario

LOCATION: TORONTO

STATUS: Internship (8 Months)

DATE: September 2013 – May 2014

The Organization
World sports leaders, Hockey Canada is the governing body for hockey in Canada and a member of the International Ice Hockey Federation (IIHF), with a membership through its 13 provincial branch associations of over700,000 players, coaches and officials. Hockey Canada is a not-for-profit organization that creates leading-edge hockey development programs for its members to deliver in communities across Canada, provides consistent rules and regulations and various other membership services from coast to coast, manages numerous regional, national and international hockey championships and events, and leads the operation of all teams that represent Canada in international hockey competition. Hockey Canada's mission is to "lead, develop and promote positive hockey experiences".

About the Internships
The Ed Chynoweth Internships are made possible through a generous contribution from the **Daryl K. Seaman Canadian Hockey Fund**. The internship was established in 2011 following the passing of Ed Chynoweth, who served as the long-time president of the Western Hockey League and Canadian Hockey League, a director of the CHL, team owner, pioneer, and one of the most influential men in junior ice hockey in Canada. The internships are based out of the 3 CHL offices (WHL, QMJHL, OHL) and Hockey Canada's National Office and are awarded annually to outstanding college or university graduates who are pursuing a career in sports administration, sport marketing, sport communication or program development and have previously played hockey in the Canadian Hockey League or with Hockey Canada Women's National Teams program.

Position Summary
Based at Hockey Canada's Ontario Regional Centre and reporting to the Ontario Regional Centre Manager, the Intern, Regional Centre Coordinator - Development will assist in Hockey Canada Skills Camps, Skills Combines, Recruitment and Retention programs, and the creation of program manuals.

Primary Responsibilities:

- Report directly to the Manager, Ontario Regional Centre as a critical link with the Development staff as well as marketing and events staff on the integration of new Recruitment and Retention strategies, as well as on-going development initiatives.
- Work as the primary point of contact for minor hockey associations with respect to scheduling Hockey Canada Skills Camps.
- Work with the Regional Centre Manager to schedule staff and grow the number of part-time staff available for Skills Camps.
- Manage and control Skills Camp inventory. Constant communication with Calgary staff to ensure that inventory is kept up to date and work to ensure timely ordering of new product.
- Schedule Hockey Canada Skills Combines in conjunction with respective Regional Centre Managers across the country.
- Complete all facility bookings and work with branches to promote Skills Combines.
- On-site support of the Skills Combine events in conjunction with the Regional Centre Manager.
- Work with Hockey Canada partners to ensure marketing components of the Skills Combine program are fulfilled.
- Develop and integrate new R&R programs in partnership with Regional Centre Manager and Calgary Marketing and Events staff.
- Develop new partnerships with School Boards and other hockey programs currently outside of the Hockey Canada structure.
- Work with One Goal to secure equipment for Recruitment and Retention events.
- Develop Program manuals for these new initiatives so that they can be adopted in new communities across the province/country.
- Support in the development of resources and materials for development programs.
- Prioritize, prepare and distribute daily correspondence as assigned.
- Manage the Centre's registration website and updates, as well liaison with volunteers and MHA members
- Perform general administration duties – proofing, editing and handling of program inquiries.
- Be available to assist other departments in the delivery of special projects.

Essential Skills and Qualifications:

The successful candidate shall possess the following:

- Knowledge of the Hockey Canada structure including the Member Branches and various affiliated organizations
- Post-Secondary education in Sports Management, Sports Administration, Marketing and Events or Business Management will be considered an asset.
- Knowledge of hockey development programming at the national, provincial and local levels
- Communication skills facilitating working relationships with volunteers and staff

- Computer-literate with a strong working knowledge of MS Word, Excel, PowerPoint, and Outlook
- Ability to manage and coordinate multiple tasks and projects with excellent organizational skills
- Problem solving skills with the ability to work independently
- Proven written and verbal communication skills
- Bilingualism (French and English) will be considered a strong asset
- Previous coaching experience will be considered an asset
- Recognized coaching certification will be considered an asset
- Hockey instruction experience will be considered an asset

Qualified applicants are invited to submit their cover letter, resume, transcripts, and application form by August 16, 2013 at 9:00 am (MST) to:

Manager, Human Resources
Hockey Canada
Suite 201, 151 Canada Olympic Rd SW
Calgary, Alberta
T3B 6B7
Fax: (403) 777-3635
E-mail: **EdChynowethintern@hockeycanada.ca**

For more information please visit
http://www.hockeycanada.ca/edchynowethinternship
http://www.hockeycanada.ca/lesstagesedchynoweth