



## **BC HOCKEY JOB POSTING**

BC Hockey, founded in 1919 and a member branch of Hockey Canada, is responsible for the governance and development of amateur hockey at all levels in the Province of British Columbia and the Yukon Territory.

### **Manager, Programs**

BC Hockey is seeking a dynamic, self-motivated and effective individual to fill the position of Manager, Programs – Regional Office in our new Salmon Arm office located within the Shaw Centre Arena. This full-time position duties are primarily focused on the following:

#### **District Leadership and Support**

- To manage resources / act as a resource centre for the Okanagan
- Promote BC Hockey opportunities
- Provide leadership and support with respect to hockey development standards
  - Initiation Program and cross ice development
  - Coach Mentorship
- Execute a Regional Development seminar(s)
- Lead Coach Development and Mentorship
  - Encourage MHAs to identify local coach leaders
  - Provide training seminar to MHA Coach Leaders to mentor all MHA coach personnel
- Assist District Association with meeting preparation and participation
- Coordinate District Registrar Training and Orientation seminar
- Supply administrative functions for BC Hockey Program Leaders (i.e. Divisional Task Group Members - Discipline, Operations, Championships, Relations/Communications; Program Delivery Group members) in the Okanagan District
- To bridge the gap between administrative procedures at the District and Branch level to avoid duplication of services and to clearly delineate responsibility
- Support Provincial and National Programs as required
- Support Team BC as required

#### **Coach Certification Process Management (NCCP)**

- Book, promote and assist with coordination of clinics
  - Facilitators
  - Resources





- Assist with Certification inquiries
- Provide professional development opportunities
- Mark Development 1 exams as required
- Assist with Evaluation Coordination (Development 1, High Performance 1)
- Create and deliver a regional plan to deliver Instructional Stream Clinics
- Recruit facilitators and skill instructors
- Facilitate a minimum one (1) we are coaches clinic (Female specific)

### **Officiating Program**

- Assist with the coordination of HCOP clinics
- Assist with the coordination of supervisions
- Facilitate enhanced opportunities such as speaker series, hot stoves

### **Athlete Development**

- Develop, coordinate, and deliver:
  - Elite Development Camps
  - Goaltender Skills Camps
  - Small Area Games Camps
  - Skills Camps
  - Developing Defensemen
  - Female specific events such as Jamborees
  - Try Programming – recruitment initiatives, Truth and Reconciliation
- Assist with Bantam, Midget Zone Programming as required
- Assist with Skating Skills programming (partnership with Can Skate)

### **Placement Requirements:**

The Manager, Programs will have a University degree, or diploma with equivalent experience, specializing in Sport Management or other relevant discipline, supplemented by 5-7 years of experience as a Sport Administrator. Additionally, the successful applicant will demonstrate the following experience, skills and abilities:





- Strong knowledge of hockey programming at the local and provincial level
- High level of initiative and strong personal direction
- Excellent verbal and written communication skills
- Strong administrative skills
- Self -disciplined, ability to work with minimum direction
- Travel will be required
- Full-time position based out of Salmon Arm

**Extent of Supervision:**

Responsible to the Chief Executive Officer through the Director, Operations

**To Apply:**

Please send resumes and cover letters to [hr@bchockey.net](mailto:hr@bchockey.net)

**Closing date:** May 24, 2017

