



## Junior Division Coordinator

Each Above Minor Coordinator may require service area subject matter specialists. If so, the job description would include the identification, scheduling and monitoring of Task Group(s) for the Division in cooperation with the Chief Executive Officer.

<b>Key Duties</b>	<p>The Junior Division Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Organize delivery of service area components</li><li>• Identify, schedule and monitor any Above Minor Task Group(s) for the Division</li><li>• Organize the orientation of any Above Minor Task Group(s) for the Division</li><li>• Assist with guiding teams and leagues with implementation</li><li>• Attend Divisional events as required to represent BC Hockey</li><li>• Relay operational issues to the Chief Executive Officer or staff resource</li><li>• Present Divisional workshops on service areas as required</li><li>• Supervise the general conduct of teams and leagues in the Division</li><li>• Process Match Penalties and Gross Misconducts in the Division</li><li>• Report acceptability of new member applications for the Division</li><li>• Develop programs and opportunities for the Division</li><li>• Represent BC Hockey at Hockey Canada meetings as required</li><li>• Attend BC Hockey meetings as requested</li><li>• Be a member of the respective Above Minor Divisional Committee</li><li>• Attend and supervise BC Hockey Championships for the Division</li><li>• Represent BC Hockey at Regional and National Championships outside BC for the Division</li><li>• Submit reports as required</li><li>• Liaise with Minor and other Above Minor Divisions</li><li>• Liaise with development programs</li><li>• Promote the Division at Branch, District and local levels</li><li>• Communication at the District and local level</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Strong commitment to the Division's operation and development</li><li>• Must have good administration, organizational, and communication skills</li><li>• Commitment to the key duties as outlined in the Terms of Reference</li><li>• Experience as a service area subject matter specialist is desirable</li><li>• Respect in Sport certification</li><li>• Criminal Record Check / Vulnerable Persons Check</li></ul>
<b>Selection</b>	<p>Appointed by the BC Hockey Board of Directors based on the recommendation of a committee composed of the Director assigned to the applicable Above Minor Committee, who shall be Chairperson, a member of the Nominations Committee, a member of the applicable Above Minor Committee selected by that Committee and the Chief Executive Officer or staff designate.</p>