



Bow Valley Hockey Society

www.bvhs.ca

Position: Manager of Hockey Operations
Full-time employment

Preferred Start Date: June 30, 2010

Resume Submission Deadline: May 29, 2010

BVHS Mission:

BVHS is committed to providing players an opportunity to grow as individuals and gain self esteem through a positive hockey experience that emphasizes fun, participation, development, safety, and respect. BVHS will strive to accomplish these goals in a consistent, transparent and collaborative environment that encourages the participation of coaches and parents.

Job Description Duties / Responsibilities

- BVHS board member with voting rights
- Oversee player and goalie evaluations
- Prepare evaluators prior to sessions
- Conduct coach interviews in partnership with BVHS coach coordinator and recommend coaching assignments
- Manage and allocate ice amongst BVHS teams
- Mentor and assess coaches – practice and game situations – resolve issues
 - Observe and evaluate team practices regularly
- Referee bookings and compensation
- Create and enforce a Bow Valley coaching stand of excellence
- Create and enforce a Bow Valley brand standard of excellence
- Administer and maintain BVHS website (including online store)
- Administer and maintain a BVHS coaches help line
- Liaise with Hockey Calgary, Hockey Alberta and Hockey Canada to ensure that BVHS is working in partnership with governing bodies
- Lead volunteer group to organize an annual BVHS hockey tournament
- Create and run a Bow Valley branded hockey school during December and August for additional compensation.
- Other responsibilities as agreed.

Job Requirements / Experience

- Good organization and communication skills
- Experience in conflict resolution
- Flexible work hours (40 hour work week average)
- Hockey knowledge – familiarity with Hockey Calgary structure would be beneficial.
- Coaching and playing experience
- Computer skills, PowerPoint, Word, Excel
- Valid Drivers license
- Ability to work with volunteer board members and association groups

Core Competencies

Leadership: Ability to achieve desired results by encouraging and supporting the contributions of others possession of required knowledge, skills and experience to work effectively with others throughout the organization.

Teamwork: Knowledge, skill and ability to work effectively with others to achieve optimal collective results.

Communication: Ability to speak and write clearly and succinctly in a variety of settings and styles.

Initiative: Think critically and act logically to evaluate situations and generates required steps to ensure success.

If interested, please send resume to:

Bill McKenzie, BVHS Board member

bmckenzie@bigrockbeer.com

403-720-4457