



## HOCKEY CALGARY

### **VISION**

*To be the best amateur sports association in Canada.*

### **MISSION**

*Through our membership we promote:*

- *Healthy & Safe Competition*
- *Positive Life Skills*
- *Fair Opportunity*
- *Optimal Hockey Skill Development*
- *Access to the game*

*For the enjoyment and success of all participants!*

**POSITION:** Manager, Hockey Operations

**REPORTS TO:** Executive Director

**SUPERVISES:** N/A

**POSITION TYPE:** Full Time

**PURPOSE:** The Manager, Hockey Operations is responsible for the planning and implementation of activities related to league operations as well as the development of programs compliant with the standards set by National and Branch levels. In this role they will help develop and promote Hockey Calgary initiatives, policies and programs to greatly enhance the consistency and overall hockey experience.

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### **Job Description**

#### **Operations**

- Provide guidance and support to Member Organizations and Councils.
- Application and interpretation of Hockey Calgary regulations.
- Coordinate annual review of Hockey Calgary Regulations Handbook.
- Lead seeding and reseeding activities for Community Council.
- Develop seasonal plan of all operational activities.
- Prepare weekly summary of Officials Performance survey, and work with CZRC on how to utilize information for the betterment of officiating in the Calgary area.
- Participation in Zone 9 Regulations Committee.

#### **Player Development**

- Oversee key development programs such as 'Timbits Learn to Play' and 'First Shift'.
- Recruit, train and support instructional staff for growth initiatives such as 'Timbits Learn to Play' and 'First Shift'.
- Develop, implement and support operational program standards for Initiation (Timbits), Novice and House Leagues programs.
- Offer support to community partner programs such as PowerPlay and Football Hockey Link.
- Support HA and our member associations in improving the delivery of player development programs for our athletes.
- Develop and plan new player skill development initiatives.

## **Coach Development.**

- Provide leadership and direction to Member Organization Coach Directors.
- Work in field with coaches (with the support of our Associations) to improve their understanding and knowledge of Long Term Player Development (LTPD).
- Develop Hockey Calgary specific Coach Nights (seminars).
- Provide leadership and support to Coach Mentorship Programs being run at Association level.
- Build and strengthen the Coach/ Coach Director network within Hockey Calgary

## **Other Related Duties**

- Attendance at AGM, Operations Council and other councils, as well as any other meetings that may require information or support.
- Other duties as requested by the Executive Director.

## **Qualifications**

- Able to present themselves professionally and communicate appropriately.
- Possess extensive knowledge of hockey fundamentals and development tactics.
- Experience working in a sports environment, having developed and implemented development programs.
- Have a demonstrated ability to work with volunteers, and an ability to create and maintain successful relationships.
- Ability to work efficiently, constructively and independently while managing tasks and time spent in a responsible and accountable manner.
- Willingness to work flexible hours, including evenings and weekends, as required (there is a great deal of evening and weekend work throughout the winter season).
- Have a strong proficiency with Word, Outlook, Excel, PowerPoint, knowledge of internet and web applications, as well as specialty software designed for the sport of hockey.
- Have exceptional interpersonal skills – the ability to interact with board, members, volunteers, sponsors, media, staff and general public.
- Be a self-starter, possessing strong interpersonal and organizational skills and be able to effectively handle numerous tasks with tight deadlines.
- Have the ability to work under pressure and prioritize accordingly.
- Comply with the association's policies with regards to screening (e.g. Criminal Record Checks) and conflict of interest.

## **Compensation**

- Salary will be commensurate with education and experience. Applicants are requested to indicate the range that they believe will be appropriate

## **Applications**

- The position will remain open until a suitable candidate is hired. Only those selected for an interview will be contacted.
- To Apply, please send your resume and cover letter to:

Hockey Calgary  
Kevin.kobelka@hockeycalgary.com  
1111 Barlow Tr. SE  
Calgary Alberta  
T2E 6S2