

The Glenlake Minor Hockey Club is now accepting resumes from interested individuals to fill the contract position of **Director of Hockey Operations**.

Key Objective:

To develop an excellent hockey program that meets and exceeds our members' expectations by ensuring we are providing prepared and engaged coaches who assist players to develop hockey skills to best of their abilities in both competitive and recreational programs.

Responsibilities/Duties:

- Oversee and direct the day-to-day operations of all Minor Hockey Programs; including ongoing program design, planning and delivery.
- Liaise with Executive to ensure we meet club guidelines, to promote increased participation in a fun and safe environment, to offer individual skill and team development, and to provide a fair and equitable annual evaluation process.
- Manage ongoing coach mentorship including performance assessments, with a focus on attracting the best available coaches and skill development resources. Develop and implement a minor hockey coaching manual to be utilized by all coaches in the association.
- Recommend policies regarding Hockey Operations.
- Attend Board and Executive Meetings when required.
- Other duties as assigned by the Executive including but not limited to:
 - Coordinate NCCP and NCMP clinics with Hockey Alberta Regional Centre staff for coach certification and education.
 - Work with Executive and Age Group Coordinators for coach selection for various divisions within the club.
 - Assist with evaluation of players for team selection.

Requirements:

- A high level communicator and coach with a vision for the club that emphasizes a commitment to child/athlete and coach development.
- Ability to respond to difficult situations in a positive and professional manner.
- Excellent time management skills.
- A passion for delivering the best minor hockey program in Canada.
- A flexible schedule that can accommodate weekend and evening demands.

Qualifications:

- Recent relevant experience developing and delivering a hockey program
 - Played / Coached competitive hockey.
 - NCCP certified at the level indicated by Hockey Canada and Hockey Alberta with knowledge of Hockey Canada Programs.
 - Post-secondary education in sports management or administration preferred.
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- Have professional or high-level contacts within the hockey community who could support the development of the Minor Hockey Program.
 - Pass criminal record and vulnerability section check.

Please submit your resume and cover letter to: president@glenlakehockey.com by July 24th, 2015.