

Manager/Coordinator, Hockey Operations

VISION

Everyone's Game

MISSION

Through our membership, we promote:

- *Access*
- *Development*
- *Fun*
- *Inclusivity*
- *Life Skills*
- *Safety*

COMPANY OVERVIEW

Hockey Calgary is a member of Hockey Alberta and is the governing body for all minor hockey in Calgary from U7 to U21 (ages 4 to 21). Hockey Calgary is the largest Minor Hockey Association in Alberta and one of the largest in North America. Hockey Calgary has 19 member organizations with over 14,000 players, 3,000 coaches and 1,200 officials. Hockey Calgary prides itself in finding ways to grow the game and ensure a positive and fun experience for everyone involved.

POSITION: Manager/Coordinator, Hockey Operations (Official title and role dependent on experience)

REPORTS TO: Executive Director

SUPERVISES: Work with Coordinator, Development to oversee Skate Shop staff, potential for more

POSITION TYPE: Full Time

PURPOSE: The Manager/Coordinator, 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.

Job Description

Operations

- Provide guidance and support to Member Organizations and Councils as it relates to areas of responsibilities (Player/Coach development, regulations compliancy, seeding/reseeding, etc.)
- Application and interpretation of Hockey Calgary regulations.
- Coordinate annual review of Hockey Calgary Regulations Handbook.
- Develop seasonal plan for all operational activities.
- Create and develop policies and procedures
- Participation in Hockey Calgary's Operations Committee and act as chair of various sub-committees and workgroups such as the 'Intro to Hockey Sub-Committee'
- Work with member clubs to implement change and continuously evaluate and improve Hockey Calgary's programming
- Oversee the day-to-day operations of the Hockey Calgary Skate Sharpening Shop

League Operations

- Lead seeding and reseeding activities for Community Council including acting as Chair of Community Council
- Participation in the Hockey Alberta Minor Leagues Committee
- Lead Provincials communication, eligibility, hosts, winners, process

- Hire, Train, and recruit Age Category Governors and League Chairs
- Coordinate and liaise with Age Category Governors and League Chairs as it relates to areas of responsibilities (Regulations compliancy, seeding/reseeding, gameplay guidelines, etc.)
- Create and circulate Hockey Calgary volunteer user accounts
- In collaboration with the Coordinator, Scheduling & Technology, work to implement technological improvements for league volunteers, managers, and coaches.
- Host pre-season manager meetings
- Update EMHW and City Championship rules and lead operational activities associated with those events.
- Work with member clubs to implement change and continuously evaluate and improve Hockey Calgary's league operations

Player Development

- Develop, implement and support operational program standards for Intro to Hockey programs (U7 and U9)

Grow the Game

- Oversee the on-ice and off-ice delivery of key development programs programming elements of the Pathway to Participation:
 - First Shift – Lead
 - Centre for Newcomers Try Hockey – Support
 - Flames Try Hockey – Support
 - Jr. Flames Program – Support
 - FHL – Support
- In collaboration with the Coordinator, Hockey Development, recruit, train and support instructional staff for growth initiatives such as 'Timbits Learn to Play' and Pathway to Participation programs.

Coach Development.

- In collaboration with the Coordinator, Hockey Development
 - Develop seasonal plan of all Coach Development activities.
 - Provide leadership and direction to Member Organization Coach Directors.
 - Work with member clubs and coaches to improve their understanding and knowledge of Long-Term Player Development (LTPD).
 - Lead the annual 'Coach Day' event
 - Provide leadership and support to Coach Mentorship Programs being run at Member club level.
 - Source and provide coaching resources for member clubs. Negotiate discounted rates.

Staff Management

- In collaboration with Coordinator, Development oversee Skate Shop staff

Financial Management

- Oversee the Operations and Development budgets

Other Related Duties

- Attendance at AGM, Operations Council and other councils, as well as any other meetings that may require information or support.
- Provide support for Hockey Calgary events as required by the Executive Director.
- Other duties as requested by the Executive Director.
- Review and update contacts in the Hockey Calgary Rolodex as they relate to areas of responsibility (Member club Coordinators, Coach Directors, Player Development Directors, etc.).

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 member club's policies with regards to screening (e.g. Criminal Record Checks) and conflict of interest.

Please send your resume and cover letter complete with salary expectations to Kevin Kobelka, at kevin.kobelka@hockeycalgary.com

Application deadline: June 29, 2025

For more information, please contact: Kevin Kobelka, at kevin.kobelka@hockeycalgary.com

Benefits:

- Casual Dress
- Dental Care
- Extended Health Care
- On-site Parking
- RRSP Match
- Wellness Program