



## Technical Operations - Hockey Development Coordinator

This position is responsible to provide direction to the Development Committee and support to the Executive Board with the delivery of strong development programming within CMHA. It is considered an administrative support role.

### **Position Prerequisites include:**

1. A strong understanding of minor hockey;
2. A good understanding of the types of development programming required to move our players and coaches forward;
3. Comprehensive knowledge of PCAHA Rulebook and league season procedures; CMHA Policies, BCAHA and BC Hockey Rules and Regulations;
4. The ability to work effectively on an independent basis and time management must be flexible. Skill in this area must be outstanding;
5. Must be level headed and able to resolve scheduling conflicts in effective and sometimes creative manner maintaining professionalism when sometimes faced with stressed out and possibly discourteous team representatives;

### **Responsibilities:**

1. Chair the Development Committee for a minimum of 6 scheduled meetings each season to develop programming and evaluation processes;
2. Advise the Executive Board and Development Committee on development opportunities and concerns;
3. Collaborate with the Administrative Director on the development ice allocation and program set up;
4. Collaborate with the Registrar on registration of the programs;
5. Implement the seasonal programming within budgetary framework;
6. Schedule development service providers ensuring skills match program requirements;
7. Ensure participation and service provider attendance is managed and recorded;
8. Review & submit all invoicing and coordinate payments to the service providers;
9. Establish and provide to Board a feedback process on programs and services;
10. Work closely with the Coach Coordinator on coach recruitment & placement;
11. Work with the Registrar and Head Coaches to determine number of teams for each division based on registration numbers (including goaltenders), coach availability and skill assessments;
12. Facilitate evaluations & placement of players with Head Coaches;
13. Other responsibilities as required.

## **Hours & Compensation:**

This role will require an average of 10 hours per week (at peak times may be up to 20) for approximately 40 weeks with fluctuating requirements throughout the season. Evaluations will require the heaviest time commitment.

It is expected that this position will not be pre scheduled for on ice development sessions but rather needs to be available for last minute, individual session fill ins on an emergency basis. This contract position does not preclude other opportunities within CMHA or any other non-competing opportunities for the successful candidate.

Compensation will be negotiable and commensurate with experience and abilities but is expected to be in the range of \$12,000 - \$15,000 per annum.

Expressions of interest together with applicable resumes / experience & qualifications can be submitted to the Secretary, [secretary@coqmha.org](mailto:secretary@coqmha.org) and will be accepted until April 30 2021.