



Coordinator, Hockey Development (Maternity Leave)

Location: Red Deer, Alberta

Minimum Experience: 2 years

Minimum Education: Diploma or Degree

Job Type: Contract - Maternity Leave

Application Deadline: January 23, 2018

Hockey Alberta is accepting applications for the position of **Coordinator, Hockey Development**. This is a maternity leave position based out of Red Deer, AB and will extend until February 2019. Under the direction of the Manager, Coach Development, this position is responsible for leadership/support in the assigned Safety, coaching and player components within Hockey Alberta. These components consist of the Hockey Canada Safety Program and player safety committee, coaching certification programs, mentorship, volunteer leadership and Regional Leader Development Program.

This is an exciting position which plays an integral role in the implementation of coaching, player and safety initiatives for Hockey Alberta. The successful candidate will join a hockey development team working together ensuring that Hockey Alberta provides support and leadership to Local Minor Hockey Associations.

About Hockey Alberta

Hockey Alberta is the governing body for organized hockey in the province of Alberta and a proud member of Hockey Canada. Hockey Alberta is a dynamic, non-profit, provincial sport organization, with a vision of Hockey for Life. We have remained a volunteer supported organization that formed over 107 years ago. Hockey Alberta has over 400 members which includes the minor hockey associations and club teams that serve our over 90,000 participants. Hockey Alberta's workforce includes its volunteer core of close to 100 and a full time administration of 28. Our head office is located in Red Deer, and we also have regional offices in Grande Prairie, Lloydminster, Lethbridge, Edmonton and Calgary.

Areas of Focus

- Lead Hockey Canada Safety Program
- Support Player Safety Committee
- Coordinate Development 1 Certification Process
- Support Coach Clinic Administrative Process
- Support Coach Mentorship & Leadership Initiatives
- Lead Regional Leadership Development Program
- Support to Team Alberta Programs
- Lead CAC Continuing Education Tracking
- General administrative support to organization

Qualifications

- Post-secondary degree or diploma in Kinesiology, Recreation Administration or an equivalent combination in training, experience and/or education.
- Self-starter, with strong interpersonal and organizational skills
- Ability to effectively handle numerous tasks with tight deadlines
- Computer literacy
- Strong hockey knowledge
- Ability to work with and lead volunteers
- Effective organizational and time management skills
- An understanding of the operations of a Local Minor Hockey Association will be considered assets.

Salary is based on the Hockey Alberta Compensation Policy and Principles relative to the successful applicant's education and experience.

Applications will be accepted until **Tuesday, January 23rd, 2018**. Only those selected for an interview will be contacted. To apply, please send your resume and a cover letter to the following:

Hockey Alberta
C/O Drew Dixon
Email: jobs@hockeyalberta.ca
100 College Blvd Room 2606
Red Deer, AB T4N 5H5