



COORDINATOR, TECHNICAL PROGRAMS

Hockey New Brunswick is the governing body for amateur hockey with New Brunswick. Working with its member associations, clubs and leagues, Hockey New Brunswick oversees the administration and delivery of hockey programming from the entry level to the national competition. For additional information on Hockey New Brunswick visit www.hnb.ca.

Responsibilities:

Reporting to the Branch Technical Director, the Coordinator, Technical Programs will:

- Provide administrative support to the Technical Director;
- Manage the Field Officer Program;
- Assist the Technical Director with the delivery of Hockey Canada Skills Development Camps;
- Responsible for editing, updating and formatting Hockey New Brunswick technical resource manuals;
- Assist with management of the Atlantic Challenge Cup;
- Provide support to the Hockey Development Commission;
- Staff resource and support to Senior Council;
- Manage Clinics (National Coach Certification, Hockey Canada Safety Program and Respect in Sport);
- Work with Major Junior, CIS and Jr. A teams to run coach and player development opportunities in conjunction with their teams and games;
- Manage the National Coach Mentorship Program;
- Assist all aspects of the High Performance Program;
- Provide assistance to Female Commission when promoting World Girls Hockey Weekend, Esso Fun Days, and other recruitment initiatives;
- HNB contact for Sledge Hockey programming;
- Attend camps, seminars, and meetings in support of Branch development activities;

Qualifications and Experience:

The successful candidate shall possess the following:

- University or College graduate with degree / diploma in Sport Management or a related field;
- Strong knowledge of Hockey New Brunswick, its development programs, and delivery structure will be considered an asset;
- Possess exceptional computer skills including a working knowledge of MS Office or recognized alternative;
- Strong project coordination and excellent organizational skills;
- Ability to monitor and follow-up on correspondence as well as time sensitive projects requiring response or future actions;
- Proven written and verbal communication skills;
- Ability to work in a team environment with volunteers;
- Coach certification and other Branch development program training an asset;
- Experience as a player or coach an asset;
- Bilingualism in French and English is considered an asset;

Qualified applicants are invited to submit their resume (stating salary expectations) by Friday April 6th at 5:00 p.m to:

Hockey New Brunswick
Attn: Technical Director
PO Box 456, 861 Woodstock Rd, Fredericton, NB E3B 7R7
Fax: 506-453-0868 - Email: info@hnb.ca

We thank all applicants for their interest; however only candidates selected for an interview will be contacted.