



HOCKEY NORTHWESTERN ONTARIO (HNO)

JOB POSTING

Position: Technical Director

Location: Thunder Bay, ON

Reports to: Executive Director

Status: Full Time

Minimum Education: Diploma or Degree

Minimum Experience: 2-4 years

Application Deadline: June 27, 2018

Salary Range: \$40,000-\$50,000

THE ORGANIZATION:

Hockey Northwestern Ontario is one of thirteen members of Hockey Canada, governing amateur hockey from White River to the Manitoba border (an area the size of France). HNO is a not-for-profit organization with members in minor, junior, senior and university hockey with over 5,000 registered participants yearly. Hockey Northwestern Ontario delivers development programming, unified rules and regulations to our membership and various other membership service including Championships and Program of Excellence camps. HNO's mission statement is lead, promote and encourage positive hockey experiences.

GENERAL RESPONSIBILITIES:

- Coordinate day to day administration of development programs
- Create an annual budget and operating plan for development programming and marketing
- Maintain development data through various electronic platforms and databases
- Provide technical support to the Development Committee on achieving the organizational strategic plan
- Schedule and operate Development Clinics in the areas of: coaching, speciality clinics, on ice officials and trainers
- Create and execute a marketing strategy for clinics, camps and events
- Develop and implement a marketing strategy for the organization in conjunction with our mission statement and strategic plan
- Research industry trends
- Deliver social media content
- Create and distribute surveys to stakeholders
- Recruit, train and schedule instructors and volunteers
- Coordinate apparel, bookings (facility, lodging, meals), coaches, speakers, presenters and budgeting, revenue collection for Program of Excellence Camps and Teams
- Schedule and execute instructor training for coach clinics as required and officials workshop in conjunction with the Referee-In-Chief
- Submit detailed board meeting reports and an annual meeting reports



HOCKEY NORTHWESTERN ONTARIO (HNO)

JOB POSTING

- Attend Hockey Canada Operational Meetings and other meetings as assigned or required
- Attend camps, seminars and meetings in support of branch development initiatives
- Lead operational role in the Under-16 team competing at the OHL Gold Cup
- Maintain and deliver the appropriate material for clinics
- Assist in branch events as required
- Other tasks as assigned

ESSENTIAL SKILLS:

- Post-secondary education in a related field such as Sport Management or Sport Administration or an equivalent combination of training, experience and/or education
- Between two and four years' experience in a sports administration or a related field
- Self-Starter with strong interpersonal, organizational and communication skills
- Proven ability to manage multiple tasks and projects with strict deadlines
- Comfortable making presentations (oral or written) to large groups
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint)
- Experience marketing through the web and social media
- Proven ability to make value based decisions
- Ability to work in a team environment
- Ability to work with and manage volunteers and contract employees
- Strong hockey knowledge
- Understanding of Hockey Canada/HNO operations and programs development will be considered an asset
- Ability to work evenings and weekends during peak times of the year
- Ability to travel to branch, regional, national meetings, conferences and events
- Valid Class G Driver's License and own vehicle are required
- A valid background check with vulnerable sector screening will be a requirement of employment

Qualified applicants are asked to submit their resume as a MS Word document in an email attachment and salary expectations:

By Wednesday June 27, 2018 by 4pm (Eastern Time) to

Trevor Hosanna

Executive Director

thosanna@hockeyhno.com

Only those selected for interview will be contacted. No phone calls.