



JOB DESCRIPTION

POSITION	Manager, Officiating	DEPARTMENT	Membership Engagement
CLASSIFICATION	Manager	PAY RANGE	
REPORTING STRUCTURE			
POSITION REPORTS TO:	Director, Member Engagement		
POSITIONS SUPERVISED:	N/A		
STATUS	Permanent		
LOCATION	While we have offices in Calgary, AB, Ottawa, ON and Toronto, ON, candidates from across Canada are invited to apply		

POSITION PURPOSE

Reporting to the Director, Membership Engagement, the Manager, Officiating will be responsible for developing and implementing strategies to support Officiating growth and the development of Hockey Canada's member organizations with focus on the following 3 key areas.

- Grass Roots - Recruitment, Retention, Promotion
- Development - Instruction, Learning Material, Ongoing Education
- Coaching / Support Mentorship, Evaluation, Assessment

Additionally, the manager will support the National Referee-in-Chief in all aspects of our Member and National High-Performance Programs.

ESSENTIAL FUNCTIONS AND BASIC DUTIES OF POSITION

- Co-ordinate all the development materials for the officiating program, including rule changes.
- Support and provide guidance to our Member organizations in strategies to focus on Grass Roots officiating development through:
 - Implementation of the Hockey Canada Officiating Pathway
 - Implementation and use of the approved Hockey Canada Officiating educational curriculum
 - Ongoing development of officials through post-clinic support through coaching and mentorship
- Co-ordinate the Officiating Program of Excellence Program including the nomination process, Regional camps, and required logistics.
- Co-ordinate and support under the direction of the National Referee-in-Chief all Officiating High Performance camps.
- Co-ordinate National officiating seminars; Referees-in-Chief meetings and conference calls in support of the National Referee-in-Chief.
- With input from the National Referee-in-Chief develop and manage the Officiating program work plan and budget.
- Support the National Referee-in-Chief in the evaluation and assignment of officials for all National and International competitions.
- The manager will be staff resource person or representative on Officiating Task Teams and or designated work groups and committees.
- Responsible for ensuring all manuals, rule books, videos, exams, quizzes, and related development materials are up-to-date and distributed to all Members for inclusion in their officiating development

programs.

- Co-ordinating all national clinics such as the National High Performance, Master Course Conductor and Officiating Coach seminars.
- At the request of Members, prepares and distributes Officiating Program Awards including the Acme Whistle Awards.
- Expands knowledge base by participating in conferences and educational opportunities; reading professional publications, maintaining personal networks, participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

HOCKEY CANADA COMPETENCIES

- Establish awareness how role contributes to the overall organization and seeks to understand other departments
- Earn others' trust and respect through consistent honesty and professionalism in all interactions
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieves results with little oversight
- Promote cooperation and commitment within a team to achieve goals and objectives
- Use a broad range of communication techniques effectively to communicate to varying audiences in a variety of situations
- Adapt to changing needs, conditions and work responsibilities
- Make timely, informed decisions that take into account the best practices, the facts, goals, constraints and risks
- Focus on results and desired outcomes and how best to achieve them - get the job done!
- Follow fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions
- Display an ongoing commitment to learning and self-improvement
- Work as competent member of a team, willingly providing back up support for colleagues when appropriate, as delegated and actively supporting group goals

PERFORMANCE MEASURES

- Position specific qualifications
- Level of passion, drive and ambition as well as standards of quality, commitment and expertise which are consistent with Hockey Canada's culture
- Personal characteristics and nature in the office are a match with Hockey Canada's culture
- Ability to work solitarily or remotely with appropriate independence and right amount of team reliance and collaboration

QUALIFICATIONS

- Post-secondary education in sport management or relevant field is an asset
- Sound knowledge of hockey, community sport structure and role of the governing body
- Officiating experience or knowledge of the Hockey Canada Officiating Program is an asset
- Ability to balance a heavy and varied workload
- Ability to evaluate and resolve complicated time-sensitive situations
- Excellent interpersonal skills; promotes cooperation and commitment within a team to achieve goals and objectives
- Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations
- Exceptional organizational and time management skills; ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet deadlines
- High level of integrity; earns others' trust and respect through consistent honesty and professionalism in all interactions
- Demonstrated high level of proficiency in Microsoft Programs, Outlook and ability to quickly adapt to new technology and easily acquire new technical skills
- Bilingualism (English/French) is an asset
- Satisfactory Criminal Record Check including Vulnerable Sector Verification

WORKING CONDITIONS

- Travel requirements are high with an expectation of up to 100 days per year, when deemed safe to do so
- Work Staggered hours, evenings and weekends as necessary