



## HOCKEY NORTHWESTERN ONTARIO (HNO)

### JOB POSTING

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**Position:** Technical Director

**Location:** Thunder Bay, ON

**Reports to:** Executive Director

**Status:** Full Time

**Minimum Education:** Diploma or Degree

**Minimum Experience:** 3-5 years

**Application Deadline:** Friday July 11<sup>th</sup> 4:00 pm EST

**Benefits:** Yes, after probation period

#### THE ORGANIZATION:

Hockey Northwestern Ontario is one of thirteen-member branches 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, 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 services including Branch Championship and Program of Excellence camps. HNO's mission statement is to 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, specialty clinics
- Work with Marketing person to create and execute a strategy for clinics, camps and events
- Research industry trends
- Create and distribute surveys to stakeholders
- Improve communication efficiencies with membership
- Recruit, train and schedule instructors and volunteers
- Coordinate and direct all POE programming
- Coordinate apparel, bookings (facility, lodging, meals), coaches, speakers, presenters and budgeting, revenue collection for Program of Excellence Camps and Teams
- Schedule and execute annual instructor training for official's clinics and workshops in conjunction with the Director of Officiating
- Submit detailed board meeting reports and an annual meeting report
- Attend Hockey Canada Technical Director Meetings and other meetings as assigned or required
- Attend camps, seminars and meetings in support of branch development initiatives



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- Maintain and deliver the appropriate material for clinics
- Assist in branch events as required
- Coordinate and execute electronic game sheets in conjunction with Spordle
- 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 three- and five-years' experience in 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)
- 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 Vulnerable sector screening will be a requirement of employment

**Qualified applicants are asked to submit their resume and cover letter in an email attachment with salary expectations:**

**By Friday July 11<sup>th</sup> by 4:00pm (Eastern Time) to**

**Jim Fetter  
Executive Director**

**[jfetter@hockeyhno.com](mailto:jfetter@hockeyhno.com)**

**Only those selected for interviews will be contacted. No phone calls.**