

Bill Hay Future Leaders Internship Program

WESTERN HOCKEY LEAGUE

EMPLOYEE:	Vacant
POSITION:	WHL Intern, Hockey Operations
SUPERVISOR:	Manager, Player Development
LOCATION:	CALGARY
STATUS:	9 Month Internship with a \$1,200 honorarium per month
DATE:	August 12, 2019 – May 15, 2020.

About the Internships

The Bill Hay Future Leaders Internships are made possible through generous contributions from Bill Hay and from the Hockey Canada Foundation. The program has been funded for four (4) years from the 2019/20 season through the 2022/23 season.

The internships are based out of the 3 CHL offices (WHL - Calgary, QMJHL - Montreal, OHL - Toronto) and Hockey Canada's National Offices (Calgary, Ottawa, Toronto) and are awarded annually to outstanding college or university graduates who are pursuing a career in sports administration, sport marketing, sport communication or program development.

These full-time term positions provide interns with experience in a variety of positions including sports administration, program development, and event promotions. The requirements of the internships are directed by the WHL, QMJHL, OHL and Hockey Canada.

Position Summary

Based at the Western Hockey League's head office in Calgary and reporting to the Manager, Player Development, the WHL Hockey Operations Intern will assist with research, coordinating events and assist with the creation of new player recruitment initiatives. The Hockey Operations intern will have daily tasks with the Officiating Department throughout their term.

Primary Responsibilities:

Hockey Operations

- Conduct research for hockey operations and player recruitment
- Manage WHL Prospects Central Website and Twitter account



- Day to day logistics within the Hockey Operations Department
- Key role in the planning and execution of the WHL Cup
- Assist with contractual obligations with hockey partners across Western Canada and the Western United States
- Assist with the development of a new promotional campaign in regard to materials and communication relevant to WHL player recruitment
- Assist with the preparation and execution of WHL Combine Camps
- Assist with the planning of the WHL U.S. Combine Camp
- Assist with Alumni Relations and Players First Programs

Officiating Department

- Video clip collection
- Video library updates
- Video projects and special assignments
- Video goal judge training clips
- Off-ice official's information
- Game logging
- Individual official video tracking
- Officiating Camps Assistant – preparation and execution
- Presentations – prepare for camps and events
- Administrative support
- Web – WHL Officiating information
- WHL Officials and WHL Alumni Officials stories

Essential Skills and Qualifications:

- Outgoing personality and enthusiastic attitude
- Strong hockey knowledge
- Operational knowledge of video equipment and software
- Computer proficient in: Word, Excel, Power Point
- Ability to take direction, work independently, and work in a group environment
- Detail oriented and organized
- Flexibility to work evenings and weekends

Qualified applicants are invited to submit their cover letter and resume by **Friday, July 19th, 2019** to:

Manager, Player Development
Western Hockey League
E-mail: info@whl.ca

For more information please visit
<http://www.whl.ca/whl-job-opportunities>

