



MINOR HOCKEY ALLIANCE OF ONTARIO

55 Lorne Ave E., Unit #4

Stratford, ON N5A 6S4

www.alliancehockey.com

ALLIANCE Hockey is looking for a Coordinator, Development & Programs to join our team. This position involves work with other staff, volunteers, Member Associations, and governing sport bodies. The position will be located at the ALLIANCE Hockey Office in Stratford, Ontario.

GENERAL

Reporting to the Executive Director, the **Coordinator, Development & Programs** effectively administers all areas of responsibility within the Development (Coach & Player) Department in conjunction with other Staff. The role requires occasional evening and weekend hours and occasional travel.

COORDINATOR, DEVELOPMENT & PROGRAMS

- Responsible for the management of assigned areas of responsibility within the Development (Coach & Player) Department, to include some or all of the following:
 - Assist in overseeing the administration of key development programs, including:
 - NCCP
 - Player Development
 - HTCP
 - Coach & Parent Respect in Sport
 - Provide key resources & communication to Member Associations and Members pertaining specifically to coach and player programs
 - Provide Development program and activity support through coordination of logistics, arrangements and communications
 - Management of Development Program clinics and qualifications
 - Provide Coach registration assistance
 - Liaise, support and communicate with Member Partners, OHF and Hockey Canada
 - Represent ALLIANCE Hockey where necessary at committee and other meetings
 - Provide support in coordination and on-site for special events
 - Provide support for office operations and special projects

EDUCATION

- Recommended experience within a volunteer-based sport organization and post-secondary diploma or degree in sport management, business administration or related discipline

EXPERIENCE

- Recommend minimum 2 years experience in business administration environment





MINOR HOCKEY ALLIANCE OF ONTARIO
55 Lorne Ave E., Unit #4
Stratford, ON N5A 6S4
www.alliancehockey.com

ESSENTIAL SKILLS

The successful candidate for the position of **Coordinator, Development & Programs** shall possess the following:

- Hands-on, self-directed, and energetic individual with excellent time management skills, with the ability to multi-task and set priorities.
- Proficiency in MS Office Suite
- Superior writing and verbal communication skills
- Strong interpersonal skills and the ability to establish and manage relationships with fellow staff and a volunteer Board of Directors, as well as ALLIANCE Hockey Members
- Adept at managing dispute resolution
- Knowledge of minor hockey programs within Ontario, specifically ALLIANCE Hockey
- Some familiarity with the Hockey Canada Registry (HCR) and general knowledge/understanding of information management systems.

COMPENSATION

- Competitive compensation package commensurate with experience
- An attractive comprehensive extended health and benefits plan which begins on your first day
- An employer matched RSP contribution plan

APPLICATION PROCESS

- Interested candidates are invited to submit a resume, cover letter, and references [HERE](#). Application deadline date: **March 1, 2024, 4:00pm.**
- We thank everyone for their interest but only those selected for an interview will be contacted.

ALLIANCE Hockey is an equal-opportunity employer and value diversity within the organization. **A Satisfactory Criminal Record Check and a Vulnerable Person's Check are required of Hockey Employees and Volunteers**

"This job description outlines the general nature and level of work performed by the Coordinator, Development & Programs. It is not an exhaustive list of all responsibilities, duties, and qualifications required for the role. ALLIANCE Hockey reserves the right to amend and change responsibilities to meet organizational needs."

