



Position: Coordinator, Coach Development

REPORTS TO: Manager, Operations and Director, Development
LOCATION: Hockey Manitoba, 145 Pacific Ave.
STATUS: Permanent Full Time

Job Summary

The Coordinator, Coach Development is responsible for working with the Manager, Operations and Director, Development to deliver all aspects of the Coach and Mentorship program including coach training clinics, coaching and grass roots mentorship, instructor recruitment, training and evaluation, working with Minor Hockey Associations, clinic branding and monitoring of database deficiencies to ensure that it meets the corporate objectives of Hockey Manitoba.

Core Responsibilities

- Responsible for the support and delivery of branch coaching and mentorship development
- Assist in the development, management and monitoring of the budget for coaching and grassroots mentorship programming
- Coordination and management of the Coaching High-Performance Seminar hosted every 2nd year
- Coordination and management of the High-Performance Coach Camp during off-seasons when the High-Performance Seminar is not being hosted
- Oversee the recruitment, retention, re-certification and evaluation of coach instructors
- Coordinate all membership coach training clinics and appropriate branding in conjunction with Minor Hockey Associations (MHA) and regions
- Coordinate at least one We Are Coaches clinic each season to support the recruitment and development of female coaches each season
- Work closely with MHAs in the advancement of coaching education and mentorship programs
- Work with Coordinator, Registration and Support Services in the monitoring of Hockey Canada Registry (HCR) database certification and deficiencies for coaching, Respect in Sport and Safety certification
- Communicate with both Director of Development and Manager, Operations on a frequent basis and bring forward pertinent issues as they arise
- Assist in outbound communications such as bulletins and action items pertaining to assigned programs. All mass communication will be proofread and approved by senior staff before distribution.
- Recruit and coordinate bench coaches and other volunteer leadership roles for development programs including but not limited to the Girls Hockey United, WHL combine, Directors Cup Prospects, Rising Stars Plus and POE Top 40 Camp.
- Assist with the recruitment, retention and training of the Initiation Program mentors
- Assist and support in the delivery of additional branch programming

Qualifications

- 1 – 3 years experience and planning in the execution of a program
- Post secondary education in Sports Management or Administration or related field is an asset



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- An understanding of Hockey Manitoba operations and program development
 - Exceptional organization and time management skills, ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet deadlines
 - Strong leadership skills as well as the ability to work as a team player
 - 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, including Outlook and Excel as well as the ability to quickly adapt to new technology and easily acquire new technical skills

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at pwoods@hockeymanitoba.ca by the deadline of **Wednesday October 6, 2021**.

Only candidates being considered for the position will be contacted.

Thank you.