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## Position: Coordinator, Officials Development

**REPORTS TO:** Director, Development and Executive Director  
**LOCATION:** Hockey Manitoba, 145 Pacific Ave.  
**STATUS:** Permanent Full Time  
**Application Deadline:** November 19, 2021

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### JOB SUMMARY

The **Coordinator, Officials Development** is responsible for working with the Director, Development and Executive Director to effectively deliver and advance all aspects of the Officials program including training clinics, coaching, mentorship, instructor recruitment/retention, evaluation, working closely with all minor hockey associations/leagues to ensure that it meets the organizational objectives of Hockey Manitoba.

### CORE RESPONSIBILITIES

- Responsible for the support and delivery of branch officials and mentorship development.
- Assist in the development, management and monitoring of the budget for officiating and mentorship programming.
- Assist in the delivery of a strategic plan in the recruitment and retention from grassroots to high performance officials.
- Regularly communicate and work closely with Regional Referee Coordinators, Minor Hockey Associations (MHA), Director of Officials and Officials Development Committee regarding specific issues, concerns, and membership information.
- Coordination and management of the Officials High Performance recertification program.
- Oversee the recruitment, retention, recertification, and evaluation of officiating instructors.
- Coordinate all official training clinics and appropriate branding in conjunction with Minor Hockey Associations (MHA) and regions.
- Work closely with MHAs in the advancement of officiating education, mentorship, and grassroots programs.
- Administer and confer with the Coordinator, Registration and Support Services in the monitoring of Hockey Canada Registry (HCR) database applicable to officiating certification.
- Communicate with both the Director, Development and Executive Director on a regular 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.
- Work with the Director, Development on female official's promotion, recruitment and retention and High-Performance programming.
- Coordinate and work with Hockey Canada and the Hockey Manitoba Regional Coordinators on the "Officials Coach" Initiatives.

- Promote and educate membership on all aspects of the Hockey Canada and Hockey Manitoba Officials Pathways.
- Assist and support in the delivery of additional branch programming.

## QUALIFICATIONS

- Experience in program planning and execution.
- Experience in officiating, development and a technical knowledge of the game is a strong asset.
- Post secondary education in Sports Management or Administration or related field is an asset.
- An understanding of Hockey Manitoba operations and program development.
- Exceptional organization and time management skills, ability to balance conflicting priorities 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.
- 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.

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at [pwoods@hockeymanitoba.ca](mailto:pwoods@hockeymanitoba.ca) by the deadline of November 19, 2021.

Only candidates being considered for the position will be contacted.

Thank you.

