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## Position: Coordinator, Grow The Game

**REPORTS TO:** Manager, Operations and Executive Director  
**LOCATION:** Hockey Manitoba, 145 Pacific Avenue  
**STATUS:** Permanent full-time  
**Application deadline:** August 12, 2022

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### JOB SUMMARY

Under the authority of the Executive Director and direct supervision of the Manager, Operations, the **Coordinator, Grow the Game** will coordinate day-to-day initiatives, programs and events related to growing the game of hockey and promoting grassroots hockey development in Manitoba.

### CORE RESPONSIBILITIES

- Serve as a Hockey Manitoba contact with Hockey Canada to assist in the coordination and delivery of programming direction provided by the Hockey Canada Engagement Department.
- Coordinate the execution of branch initiatives and programs related to recruitment and retention.
- Establish, collect, and track meaningful analytics, and metrics related to membership demographics.
- Conduct research, report findings and provide recommendations on new initiatives to grow the game aligned with branch strategic priorities.
- Establish connections with new Canadians, Indigenous communities, inner-city programs, etc. to create opportunities for growth.
- Build on school programs (Just Play/Floorball/Hockey Canada Skills Academies) and initiate scaling process.
- Focus on grassroots development programs including Under-7 (cross-ice), Under-9 (half-ice), and Under-11.
- Work with development staff on various grassroots initiatives.
- Lead execution of Hockey Manitoba Under-7 Face-Off festivals and jamborees and other skill development initiatives.
- Conduct on-ice sessions, and parent seminars at applicable events.
- Ensure Hockey Canada grow the game initiatives are carried through at the branch level.
- Collaborate with Minor Hockey Associations and review best practices.
- Assist in the development of strategies to grow the game at the grassroots level.
- Assist in the organization, preparation, and delivery of additional Hockey Manitoba events including Showcases, Provincials, and the Hockey Manitoba Cup.
- Attend Hockey Manitoba meetings as assigned.
- Travel to member regions and associations as assigned (some evenings and weekends).
- Assist in the organization, storage, and shipping of branch materials and hard goods.

- Other general administrative support as assigned.

## QUALIFICATIONS AND KNOWLEDGE

- Post-secondary Degree or Diploma in a relevant field.
- 1-3 years of experience in a professional office setting is an asset.
- Knowledge of the game and experience working in areas of grassroots hockey skill development.
- Experience working with children and/or families is an asset.
- Strong interpersonal skills and a positive attitude.
- Experience with Microsoft Word, Outlook, PowerPoint, Graphic Design and Excel and other Microsoft products.
- Strong verbal communication skills with the ability to present ideas and information clearly.
- Communication and organizational skills for working in a busy “team” environment.
- Knowledge and experience in areas of office administration or other related disciplines.
- Ability to positively and diplomatically communicate and interact with volunteers, members, sponsors, media, board members, executives, staff, and the general public.
- Ability to work independently on tasks and projects.
- Ability to meet various deadlines and work on ongoing projects.
- Ability to work evenings and weekends as required by the position.

## HOCKEY MANITOBA COMPETENCIES

- Establish awareness of how the role contributes to the overall organization and seek to understand other departments.
- Earn others’ trust and respect through consistent honesty and professionalism in all interactions.
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieves results with little oversight.
- Promote cooperation and commitment within a team to achieve goals and objectives.
- Adapt to changing needs, conditions, and work responsibilities.
- Consider the best practices, facts, goals, constraints, and risks.
- Focus on results and desired outcomes and how best to achieve them – get the job done!
- Follow fiscal guidelines, regulations, principles, and standards.
- Display an ongoing commitment to learning and self-improvement.
- Work as a competent member of a team.

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 **August 12, 2022**.

Only candidates being considered for the position will be contacted.

