



Position: Coordinator, Coach Development

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

Job Summary

The Coordinator, Coach Development is responsible for working with the 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 association, 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.
- Support the Master Mentor Coach regarding needed aspects of the Coach Mentorship Program. This will include managing administrative portions of the program, along with maintaining logs of activity and assisting with the booking of Specialty Clinics throughout the province on an annual basis.
- Coordination and management of the Coaching High-Performance Seminar hosted every 2nd year.
- Oversee the recruitment, retention, recertification, and evaluation of coach instructors.
- Lead and provide support to minor hockey associations (MHA) MHA's and coordinate all membership coach training clinics and appropriate branding in conjunction with MHA's and regions.
- Work closely with MHA 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.
- Assist by monitoring and approving all applicants for the Apprentice coaching program.
- Communicate with the Director of Development on a regular basis and bring forward pertinent issues as they arise.
- Direct all aspects of the Rising Stars Plus, including working with host communities setting schedules and tournament placements.
- Liaise with Hockey Canada regarding training curriculum and processes.
- 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.
- Assist in the development and administration of the Hockey Manitoba coaching department budget.



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- Attend the Hockey Manitoba Fall, Semi Annual, and AGM meetings and take minutes to an assigned council.
 - Assist in the organization, maintenance, and cleanliness of internal and external storage facilities.
 - Assist and support in the preparation, delivery, and onsite support of additional branch programming to include goaltenders spring camp, grow the game initiatives, and events/programs where needed.
 - Other duties as assigned.

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.
- 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.
- Exceptional organizational and time management skills; ability to balance conflicting priorities 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 **Monday January 8, 2024**.

Only candidates being considered for the position will be contacted.

Thank you.