Position: Coordinator, Player Development

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

Job Summary

The Coordinator, Player Development is responsible for the delivery of all aspects of the player development portion of the organization, overseeing the operational and administrative functions of the association under the supervision of the Director, Development.

Core Areas of Responsibility

Staffing and Training

- Provide the appropriate support to the Coordinator, Coach Development when required.
- Assist in the education of volunteers advising as to matters in relation to their specific areas of responsibility.
- Serve as an advisory support capacity at all Hockey Manitoba meetings and staff resource on both the Girls/Women's Council and Development Council.
- Provide direction and support to Hockey Manitoba POE Scouting Group involved through the identification and ranking of potential candidates for female provincial team programs.
- Respond to all written correspondence and telephone requests from volunteers, membership, and applicable agencies.

Financial

- Assist in the preparation and overview of the applicable player development program budgets.
- Collaborate in the preparation of annual Integrated Funding Framework (IFF) grants.
- Accountable for the approval and remittance of development support staffing associated with the operations of programs and events under his supervision.
- Accountable for the identification and collection of member fees assigned for applicable development programs under your supervision.

Communication

- In coordination with the Coordinator, Communication oversees the appropriate messaging along with direct communication distribution specific to development programs including member information and action items.
- Represent Hockey Manitoba at provincial and national events as the Director of Operations for female U16 and U18 programs.
- Assist in the preparation of agenda for scheduled Development Meetings.

Player Development

- Direct all aspects of the U13 Girls Development program, including working with Regions, host sites, setting schedules and tournament team placements.
- Responsible for the overall management of the Girls Under 16 and Women's Under 18 programs. Working with the 10 regions, providing information on regional camps, the spring tournament, and the summer camp process.
- Assist with the operations of the U15 Boys Development Program Tournaments and U13 Boys Development Program Tournaments.
- Assist the Coordinator, Programs and Events with the operations of the Hockey Manitoba boys/girls AAA showcase events.
- Assist Coordinator, Programs and Events in the operation of grassroots programming including U7 Face-off Festival, Esso Fun Days and grow the game initiatives.

Administration

- Attend all Hockey Manitoba Fall, Semi Annual and AGM Meetings actively participate in discussion and take minutes to the assigned council.
- Attend all Hockey Development Council meetings and act as a staff resource to the Hockey Development Council and Girls/Women's Council at the Fall Council, Semi Annual, and Annual General Meeting and identify action items.
- Serve on Hockey Manitoba and Hockey Canada Committees as requested.
- Respond to all written correspondence and telephone requests from volunteers and membership and applicable agencies.
- Manage and mediate where applicable membership conflicts and resolution challenges.
- Manage the organizational outcomes including the educational and direction strategies of association daily.
- Other administrative 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.
- Valid Class 5 drivers license.

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Dustin Stewart, Manager of Operations at dstewart@hockeymanitoba.ca by the deadline of **Monday October 6, 2025.**

Only candidates being considered for the position will be contacted.

Thank you.