



## NORTH VANCOUVER MINOR HOCKEY ASSOCIATION EMPLOYMENT OPPORTUNITY

### **CONTRACT ROLE** Assistant Director of Hockey Operations

### **DESCRIPTION OF SERVICES**

The Assistant Director of Hockey Operations has a leadership role within the North Vancouver Minor Hockey Association (NVMHA) and is responsible for supporting start of season duties, player evaluations, rep working group selections, team placement, house balancing, volunteer selection, and ongoing team and coaching support.

The successful candidate for this position will have a passion for supporting youth in sport, act in a professional manner in all activities representing NVMHA, support and follow NVMHA policies, procedures, and guidelines, and set a positive example for all NVMHA players and members. This nine-month contract is from August 1 to April 30, with the potential for annual renewal. On average, this position requires between 15-25 hrs per week; however, hours will vary weekly and seasonally, based on a typical hockey season. During season start-up (August 15 to October 15), hours are expected to average 35-40 hours week. Weekend and evening hours are also expected.

The Assistant Director of Hockey Operations works under the direct supervision of the Director of Hockey Operations and reports to the NVMHA Executive.

### **DUTIES AND RESPONSIBILITIES**

The Assistant Director of Hockey Operations will assist the Director of Hockey Operations in providing leadership and support for NVMHA in the following areas:

- Assist with the coordination and execution of Rep, house (C), and Novice start of season
  - Assist the Director, Hockey Operations in rep try outs
  - Coordinate start of season house (C) player groups for evaluation and balancing games; run balancing meetings under the guidance of the Director, Hockey Operations
  - Coordinate start of season Novice player evaluations
  - Support team formation and balancing of house (C) and Novice teams
- Recruit, place, and support coaches and other volunteers on house (C) and Novice teams
- Assist Director of Hockey Operations with other activities that support season startup, including coaching seminars and on ice training sessions for coaches
- Assist with end of season player evaluations through the Team Genius evaluation application; Support coaches in doing the same
- Support the recruitment of skills development and rep coaches in conjunction with the Director, Hockey Operations



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- Correspond with players, parents, coaches, volunteers, and committees through various mediums
- Support NVMHA policies, procedures, and guidelines
- Attend internal and external meetings, Association socials and tournaments, as well as other Association-run promotional and community events, as required
- Perform other duties in alignment with this position as needed

### COMPETENCIES

- Solid knowledge of minor hockey
- A track record of outstanding customer service, leadership, and work ethic
- Excellent interpersonal skills, with the ability to communicate effectively with NVMHA members and the public, both verbally and in writing, including preparing written reports and giving presentations
- Effective planning and time management skills, with the ability to prioritize tasks, develop action plans, and deliver to deadlines
- Ability to clearly articulate issues, reconcile differing perspectives, and make recommendations for resolution

### QUALIFICATIONS

- Minimum 2-3 years' experience in a related position, preferably in a not-for-profit organization
- Post-secondary education in a relevant field or an equivalent combination of education and experience

**COMPENSATION** Will be determined based on experience and qualifications

### APPLICATION PROCESS

Applicants should submit their resume and cover letter to [vicepresident@nvmha.com](mailto:vicepresident@nvmha.com); cover letters should address the Competencies and Qualifications for the position as outlined in the Employment Opportunity.

**CLOSING DATE** Monday, May 23, 2022