



DIRECTOR OF HOCKEY OPERATIONS POSITION

Richmond Jets Hockey in the community of Richmond, BC, is seeking a **Director of Hockey Operations (DOHO)** to lead and support the development of all our players and coaches and be a key part in creating and implementing a “**Jets Way**” style of play and culture. The **DOHO** will be the face of our association, have presence at the rink and will extend and enhance the on-going work and vision of our board, volunteers and coaches.

The Jets are seeking an experienced leader and coach, who not only possesses the technical hockey knowledge to lead and direct both the players and coaches, but also demonstrates the ability to build respectful and collaborative relationships with players, coaches, our members and the community. This position will be responsible for creating an athlete focused minor hockey program through the development and implementation of a uniform curriculum and progression plan for our U6 to U21 recreational and rep hockey divisions.

Our focus is on player development, inclusiveness, diversity, respect, sportsmanship, safety and fun. We are seeking a self-driven, personable, committed individual that is passionate about community minor hockey and who also has the ability to advance all our players and coaches to reach their full potential.

Key Responsibilities:

- Development of all Jets Hockey on-ice programs, including our First Shift and Intro to Hockey.
- Coach Mentorship - recruit, manage and develop coaches in all divisions.
- Managing the day-to-day on-ice hockey operations and working closely with the management team, coaches, volunteers and members.
- Oversee and execute the rep tryout and team selection process in conjunction with the Director of Rep, Rep Committee, Executive Director, evaluators, coaches and volunteers.
- Conduct Rep coach interviews and performance reviews in collaboration with the Director of Rep Hockey and coach committee, along with recommending Rep coaches for Board approval each year.
- Plan and execute the Jets summer hockey camps (August), including budgeting, booking facilities, recruiting coaches and delivering the on-ice program.
- Attend monthly Board meetings when requested throughout the year and prepare monthly reports.
- Participate in the annual AGM, PCAHA AGM and coach and parent meetings as required throughout the year and other duties assigned by the Board and Executive Director.
- Coordinate and oversee the Jets weekly skills program. This would include on-ice coaching on weekday evenings and weekends that would be compensated on an hourly basis.
- Work with coaches on year end evaluations to measure player development progress.

Requirements & Qualifications:

- Leader with high values and character that will set a positive example for members and have strong people management skills. Ability to prioritize tasks and deliver to deadlines.
- A proven track record of outstanding customer service, strong communication skills and the ability to develop strong working relationships.



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- The ability to exercise significant judgement and establish short to long-term program goals and vision for the entire association in collaboration with the Board and Director of Rep Hockey.
- Demonstrated ability to think strategically, problem solve and build and create the association program and development plans for all divisions.
- Ability to work flexible hours and must be available on weekends and evenings during the season.

Preferred Qualifications:

- ✓ Bachelor's degree in sports administrations or relevant discipline.
- ✓ Minimum 3 years of experience in leading, directing and coaching in a Hockey Canada sanctioned program. Priority will be given to candidates with recent community minor hockey affiliation.
- ✓ Ability to provide on-ice instruction, with minimum Hockey Canada Development 1 Certification.
- ✓ Experience with grow the game initiatives – First/Second Shift, Intro to Hockey, Try Hockey.
- ✓ Have a passion for community hockey and everything it represents.
- ✓ Strong appreciation, understanding and sensitivity towards the needs of a diverse membership.
- ✓ Ability to work effectively within a team environment and with a Board of Directors.
- ✓ Ability to develop and maintain respectful, supportive and collaborative relationships with others whether as a peer or as a coach.
- ✓ The ability to mentor, motivate, and develop the potential of young athletes in both competitive and recreational divisions, while fostering positive learning environments will be critical.

Remuneration & Start Date:

- Salary terms to be negotiated based on experience.
- On-ice skills coaching will be an extra to the base salary.
- Will be a contractor to the association.
- Seeking a two-year commitment starting May 2023.

If you are passionate about minor hockey and interested in joining a progressive and inclusive community hockey association, please submit a cover letter and resume by **5PM on February 17th, 2023**, to our **Executive Director** wayne.carleton@richmondjetsmha.com

We thank everyone in advance for your submission, only those selected for interviews will be contacted.

Thank-you,

Board of Directors

Richmond Jets Minor Hockey Association