



HOCKEY EASTERN ONTARIO

One Team, One Mission, One Goal

POSTION: Development Programs Officer

LOCATION: Ottawa, Ontario

STATUS: Full Time, Permanent

APPLICATION DEADLINE: June 30th, 2017 5pm Eastern Time

SALARY: \$40,000-\$42,000

POSITION SUMMARY

The Development Programs Officer will be responsible for the development, implementation, coordination and administration of developmental program and initiatives related to the Hockey Eastern Ontario (HEO) Branch's Initiation Program, grassroots and high performance players, officials, coaches, trainers and instructors. The applicant must be able to work flexible hours which includes weekends as well as the ability to work out in the HEO geographical region.

POSITION KEY RESPONSIBILITIES

- Coordinates and provides operational support for all Development programs and materials within the Branch in concert with the HEO Governance Committee, the HEO Development Council and the Risk, Safety & Conduct Management Committee;
- Monitors and initiates development related programs in concert with the HEO Development Council.
- Provides advice and guidance concerning all enquiries with respect to coach, trainer and/or officials certification requirements;
- Provides a liaison function with minor hockey associations in order to coordinate and administer the bookings of clinics.
- Liaise with and build positive relationships with the development representatives across the Minor Hockey Associations, Districts and Leagues to address the grassroots requirements
- Provide to all levels of hockey with the Minor Hockey Associations and Leagues coach and trainer mentorship assistance on an as required basis.

QUALIFICATIONS

- CAC HP1 Certified
- Knowledge of Hockey Canada's, HEO's and HEO Minor's Constitution, Rules and Regulations.
- Knowledge of Hockey Canada's and HEO's Program of Excellence as well as the Long Term Player Development plan and the strategic direction of the branch.
- Sport Management principles, theories and techniques with specialization in the developmental aspects and both current national and international initiatives and implementation targets

- Basic financial planning, reporting and budgeting techniques, Planning principles and techniques
- Bilingual Candidates (French and English) who possess the Essential Skills will be given priority in the selection process.
- A satisfactory Criminal Record Check and Vulnerable Person's Check is required of all Hockey Eastern Ontario Employees and Volunteers

Qualified candidates are invited to submit their resume and cover letter to
drambeau@hockeyeasternontario.ca