



## Greater Vernon Minor Hockey Association

The Greater Vernon Minor Hockey Director of Hockey Operations (DHO) oversees the day-to-day operation of the Association including the operations, administration, staffing, communication, and the strategic direction of the society. The DHO represents Greater Vernon Minor Hockey in the community and is the key liaison between their members, volunteers, employees, and the Board of Directors. The DHO reports to the Association's Board of Directors.

### Responsibilities:

- Provides leadership and collaboration with the Board of Directors in all matters related to GVMHA. Develop a vision and strategic plan to guide the organization forward and in turn, ensure that the programs and services offered by the organization support the plan with a high level of integrity and fairness.
- Sits on various committees and acts as a liaison to the board of directors by advising on all aspects of the organization's activities
- Responsible for the overall communication strategy and implementation of the strategy across the Association resulting in all stakeholders being well informed of the Association's initiatives.
- Determine and manage personnel requirements for organization management and program delivery, with responsibility for recruitment, management and mentoring of staff, contractors and volunteers.
- Ensures that all Association information relating to members, volunteers, clients, and other stakeholders is securely stored to insure privacy and confidentiality
- Work with the board and/or finance committee to develop a comprehensive annual business operating plan and budget as well as identify and secure funding initiatives to support the operation of the organization. Responsible for the application process for various grants including researching opportunities, preparing the documents, submission and follow up
- Interprets the Constitution and Bylaws as needed to Association members, volunteers and employees.
- Responsible for maintaining communication with the membership, both in person, in writing and using and/or overseeing the Association's website and social media platforms: ensuring they are current, relevant and user-friendly
- In addition to the President of the Association, acts as the spokesperson for the organization with respect to a wide variety of stakeholders.
- Represents the Association at community, local, regional, provincial, and national activities, as required to enhance community presence.
- Responsible for the sponsorship initiatives of the Association resulting in year over year increases in sponsorship funding.
- Responsible for acting as the liaison between the Association and BC Hockey with respect to discipline, accreditation and developmental initiatives.

- Serves as one of the liaisons between GVMHA and other minor hockey associations with respect to establishing standard processes and best practices.
- Works closely with the Association Head Coach and/or coaching committee with respect to all coaching related initiatives and ongoing development of programs, procedures and policies
- Works closely with the coaching committee in the coordination of the tryout process each year ensuring an established protocol is followed and that appropriate resources are assigned to the project.
- Responsible for ensuring the Association has the appropriate equipment/uniforms in place for each season and that the equipment is maintained and distributed in an appropriate manner.
- Coordinates the volunteer initiatives across the organization ensuring highly engaged and informed resources are available for specific initiatives.
- Responsible for and/or overseeing the planning and execution of all Association tournaments ensuring established processes are in place and executed with the goal of providing 'best in class' events for all stakeholders.

### **Qualifications**

- The successful candidate will have a minimum of five years of experience and understanding of the inner workings of a sport organization (preferably hockey) and possess a background in management or coaching.
- Post-secondary education in business administration or sports management is an asset. Equivalent experience may be considered.
- The candidate must have basic accounting skills and an understanding of the bookkeeping functions. Experience with not-for-profit fiscal management, including accounting, budgeting, fundraising and sponsorship would be an asset.
- Strategic planning and governance experience are also assets.
- Must have strong communication skills including verbal and written.
- Must have a proven ability to work with a variety of stakeholders, including Association membership, volunteers and Board of Directors. Proactive leadership will be essential.
- Ability to recruit and manage volunteers.
- Strong demonstrated skills in mediation, conflict resolution, and disciplinary matters is required.
- Proven time management, multi-tasking, planning and prioritization skills will be critical in this role.
- This full-time position will require the candidate to work non-traditional hours, including weekend work and potentially some travel within BC as determined by the hockey season. Compensation package based upon experience and qualifications.
- Must complete Respect in Sport (Coaches Module), CATT, HU-Planning a Safe Return to Hockey and a clear CRC/VSC. Applicant must have Dev 1 and recommend that they also have Coach 1/Coach 2.

### **Application Process:**

**Resumes and cover letters must be submitted in confidence to: [employmentgvmha@outlook.com](mailto:employmentgvmha@outlook.com).  
Deadline for submissions May 16 at 11:59pm.**