



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Clinic Coordinator, Hockey Alberta Regional Officials Committee (HAROC or Regional Officials Committee)
Accountable To:	Regional Coordinator, Hockey Alberta Officials Committee
Purpose/Summary:	The Clinic Coordinator, HAROC position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on the training of official's in the region by delivery the officiating clinic program. Primarily working alongside local RIC's, the Manager, Officiating, Instructors and other staff and volunteers; this position will lead and guide Hockey Alberta's Regional Officials Committee by coordinating officiating clinics in the fall. This position plays a significant role in all aspects of the amateur hockey model within the province.

This position is appointed for a one (1) year term by the Hockey Alberta CEO

RESPONSIBILITIES

Lead Hockey Alberta Officiating Committee

- Coordinate the Officials Committee Leadership training of instructors which includes setting the number of instructors that attend and the number of instructors in each Region
- Manage instructor teaching materials, update or create new clinic modules as required
- Recommend and ensure proper training of all instructors
- Coordinate and provide direction for travel opportunities for instructors
- Evaluate and rank instructors
- Provide feedback on the instructor's performance to the regional clinic coordinators and provincial official committee.
- Coordinate, review, and provide recommendations on engagement surveys surrounding leadership and clinics.
- Identify and implement workgroups required to carry out operational tasks
- Prepare written reports of the actions and progress of the Committee
- Preparation and development of agenda for Bi-Annual Leadership Conference
- Selection of Conference theme, breakout topics, guest speakers and timelines
- Working in conjunction with staff to arrange hotels, venue, food, giveaways and sponsorship
- Preparation of Conference Welcome Package, Instructor Expectations
- Review and update of online materials including website, posted modules and examinations

Support and Develop Officials in Alberta

- Support the Data Coordinator, Officials Committee
- Support the Regional Clinic Coordinators
- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic and Business Plans



POSITION DESCRIPTION

- Support the development of Hockey Alberta's Annual Plan

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Regions and officials throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-3 Committee Meetings held in-person (if required)
- ✓ Preparation of Written Reports for selected meetings
- ✓ Attend the Leadership training session for instructors

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically in the Officiating Program
- ✓ Experience in the Officiating Program and/or at the Provincial level is key
- ✓ Experience as an official at an 'elite' level is an asset
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ Experience in coaching, mentorship and teaching of individuals with diverse backgrounds is an asset
- ✓ The ability to motivate a collective group towards attaining specific goals in a timely manner
- ✓ Attention to detail is an asset
- ✓ Ability to commit to regular attendance at meetings and events
- ✓ Access to a phone and email on a regular basis
- ✓ Successful completion of a Criminal Record Check, as per Policy
- ✓ Declaration of all applicable conflicts of interest, as per Policy