



## POSITION DESCRIPTION

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<b>Vision:</b>	Hockey for Life
<b>Mission:</b>	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
<b>Position Title:</b>	<b>Leadership Coordinator, Hockey Alberta Officials Committee (HAOC or Officials Committee)</b>
<b>Accountable To:</b>	Chair, Hockey Alberta Officials Committee

**Purpose/Summary:** The Leadership Coordinator, HAOC 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 clinic instructors that delivery the clinic certification program. Primarily working alongside staff and other volunteers; this position will lead and guide Hockey Alberta's Officials Committee instructor training to ensure a connection to the annual strategies aimed at advancing the game of hockey in Alberta. This position plays a significant role in within all aspects of the amateur hockey model and High-Performance programs.

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

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## 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
- Support the development of Hockey Alberta's Annual Plan



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### **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