



BC HOCKEY JOB POSTING

BC Hockey, founded in 1919 and a member branch of Hockey Canada, is responsible for the governance and development of amateur hockey at all levels in the Province of British Columbia and the Yukon Territory.

Lead, Zone Program

BC Hockey is seeking a dynamic, self-motivated and effective individual to fill the position of Lead, Zone Program – Okanagan Rockets Region. This one (1) year contract position's duties are primarily focused on the following:

ZONE OPERATIONS

- Coordination of evaluation camps
- Work in conjunction with the Evaluator Lead in the player selection process
- Oversee the financial summary of each team within the Zone
- Coordinate team financial matters which include:
 - Financial reconciliations
 - Sponsorship
 - Collection of Team Fees
- Team Staff selection in conjunction with BC Hockey
- Scheduling and team logistics
- Coordinator of Playoffs and Championship attendance
- Adhere to BC Hockey regulations and policies
- To schedule teams to attend tournaments throughout the year as the schedule allows

GAME SHEETS

- Oversee administration of statistics
- Oversee administration of Discipline

COMMUNICATIONS

- Implementation of the Zone Program social media plan

REGISTRAR

- Oversee the registration of the players and team staff
- Adhere to the registration policies and regulations

Placement Requirements:

The Lead, Zone Program – Okanagan Rockets will have post-secondary training in sport management, business administration or equivalent experience. Additionally, the successful contractor will demonstrate the following experience, skills and abilities:

- Strong knowledge of hockey programming at the local and provincial level





- High level of initiative and strong personal direction
- Excellent verbal and written communication skills
- Strong administrative skills
- Self -disciplined, ability to work with minimum direction
- Travel will be required
- Valid criminal record check

Contract Term:

March 15, 2018 to March 15, 2019

Extent of Supervision:

Responsible to the Chief Executive Officer through the Sr. Manager, League and Events

To Apply:

Please send cover letter and resume to hr@bchockey.net by February 27, 2018

