



Red Deer Minor Hockey

Job Title:	General Manager	Job Category:	Hockey Operations
Department/Group:	Hockey Operations	Job Code/ Req#:	
Location:	Red Deer	Travel Required:	Limited, as needed
Level/Salary Range:	\$75,000-\$90,000	Position Type:	Full-Time 3 Year Contract
HR Contact:	Al Sim	Date Posted:	November 8, 2023
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	November 20, 2023

Applications Accepted By:

EMAIL:

PRESIDENT@REDDEERMINORHOCKEY.COM

Subject Line: General Manager

IN PERSON:

Red Deer Minor Hockey
 4725 43 Street
 Red Deer, AB T4N 6Z3

Job Description

ROLE AND RESPONSIBILITIES

General Manager for the office & job related responsibilities include but are not limited to:

- Responsible for ongoing communication with the President of Red Deer Minor Hockey.
- Enforcement of RDMH Rules & Regulations, Bylaws & Policies
- Coaching & Leadership of Red Deer Minor Hockey office staff.
- Attend all board meetings.
- Liaison to Hockey Alberta & any media requests.
- League rep responsible for attending all applicable league meetings.
- Responsible for seeking, maintaining & managing sponsorships.
- Responsible for all finances of the organization.
- Coach selection & retention. Ongoing mentorship of coaches to ensure growth & development.
- Oversee & organize evaluations and tryouts.
- Oversee player selection & team formation process.
- Ongoing correspondence with sponsors, parents, players, coaches & managers.
- Handling of parent/player complaints.
- Handling of grievances by coaches and team officials.
- Attend annual Board of Directors planning session.
- Attendance at any RDMH special event (ex. BBQ Bash, Golf Tournament).
- Presence in RDMH facilities to monitor ongoing player/coach development.

Qualifications and Education Requirements

Background in hockey is considered to be a preference. Post-secondary education with experience in business considered to be an asset. Previous senior management experience is also considered to be an asset.

PREFERRED SKILLS

Hockey Background. Financial experience. Management Experience. Formal Leadership Experience