



# POSITION DESCRIPTION

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**Position Title: Vice President, Development**

Member of: Executive Committee

Supports: SMHA Coaches and Division Directors

Term: 2 Years (Elected at AGM in even numbered years: 2024, 2026, etc.)

Purpose / Summary: Leads player and coach development initiatives within Stettler Minor Hockey Association (SMHA), supporting a positive hockey experience and development opportunities aligned with SMHA and Hockey Alberta guidelines.

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## KEY RESPONSIBILITIES

- Oversee and continually look to enhance annual player and coach development plans, collaborating with the Board, coaches, division directors and managers.
- Organize development opportunities such as power skating, goaltending, coach clinics, skills / PD day sessions and pre-season programming.
- Secure facilitators and coordinate ice bookings with the Ice Allocator.
- Support team selections by collaborating with the VP Operations, evaluators and/or evaluation committee to establish processes and on-ice evaluation drills.
- Manage the SMHA coach selection process alongside the Executive and/or coach selection committee.
- Provide coach mentorship and help identify relevant training, certification, equipment and resources to support coach development and success.
- Oversee U7 and U9 programming in alignment with Hockey Alberta Intro to Hockey guidelines.
- Monitor U7 and U9 evaluations and discuss coach recommendations for any player acceleration.
- Collaborate with the VP Marketing & Communications to gather mid-season and end-of-season coach feedback, reviewing and holding constructive conversations with coaches / team staff.
- Participate in SMHA Executive and Board policy discussions and decision making.
- May assist with presidential duties in the President's absence.

## REQUIRED TIME COMMITMENT

- Time commitment varies throughout the year, with peak involvement from September to October for pre-season development sessions, coach clinics and evaluations.
- Attend monthly SMHA Executive and Board meetings and provide regular updates on development initiatives.
- Attend Hockey Alberta MHA Development Seminars and Hockey Alberta AGM, as required.

## **QUALIFICATIONS & COMPETENCIES**

- Strong communication and organizational skills.
- Basic computer proficiency, including email, Word and Excel.
- Reliable access to a computer and internet connection.
- Comfort providing mentorship and constructive feedback.
- Understanding – or willingness to learn – concepts related to Long-Term Player Development, coach development, and Hockey Alberta / Hockey Canada programming.
- Previous experience playing and / or coaching hockey is considered an asset.
- Preference is given to candidates with one or more years of experience serving on the SMHA Board of Directors, where possible.