

Position: Technical Coordinator
Position Level: Full Time
Job Posting Date: August 26, 2022
Application Deadline: September 12, 2022
Office Location: 225 Watline Ave., Mississauga, ON L4Z 1P3

The Ontario Women's Hockey Association (OWHA) is the Ontario Provincial Sport Organization (PSO) for Female Hockey in the province of Ontario. The OWHA is a world-leader in the growth and development of Female Hockey with the primary objective of providing programs and opportunities that are based on solid values that support the physical and mental health of participants while enhancing positive life skills and life experiences.

The position will be located in the Association's office in Mississauga, Ontario.

Purpose of Position

The Technical Coordinator is responsible for the day-to-day administration and execution of certification programs and other initiatives with a focus on athlete development and a positive player experience at all ages and levels of participation.

The job is an administrative position and involves coordinating player, coach and officials training, certification, and professional development programs throughout the province, as well as enhancing parent education. The focus is on a values-based program that focusses on positive training in a safe and welcoming environment.

Responsibilities

- Participant Development with a strong focus on a positive experience
- Coordinate the certification of coaches, officials, and trainers
- Clinic Set up and Management
- Coordinate special technical clinics and sessions
- Risk Management and compliance with return to play health and safe protocols
- Integration of physical and mental health awareness strategies
- Build integrated strategies in the areas of diversity and inclusion, women in sport and the prevention of harassment, abuse, and racism
- Coordinate specialty coach training and mentorship focussed on values and ethics
- Coordinate the OWHA officiating program
- Coordinate OWHA High Performance camps and teams
- Set up fitness training, virtual sessions, and other activities for high performance participants
- Coordinate the OHPSI and Quest for Gold programs

Skills & Qualifications

Strategic & Results Focus

- Commitment to the growth and development of Female Hockey.
- Ability to prioritize multiple deliverables.
- Excellent organizational skills
- Knowledge of risk management practices in all aspects of the job
- Available to work staggered hours, evenings, and weekends as necessary
- Proactively takes initiative with the ability to work effectively with others and independently, within tight deadlines and willingness to adapt to changing deadlines.
- Exceptional written & verbal communication skills
- Knowledge of Microsoft Office
- Commitment to OWHA confidentiality and privacy
- Strong conceptual abilities and excellent perseverance to solve problems and adapt solutions across a wide range of communications and implementation challenges
- Have a valid driver's license and ability to transport and lift materials

Qualifications

- A post-secondary education, preferably in business/sport management
- Experience working in a non-profit environment
- Experience in promoting Female Hockey
- Experience in coordinating and executing virtual events and meetings
- Experience in event planning

All interested applicants should apply to jobs@owha.on.ca before September 12, 11:59 am.

Please include Technical Coordinator in the subject line.

No phone calls please. All decisions of the OWHA Hiring Committee are final.

Only candidates selected for interviews will be contacted.