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## **Position: Coordinator, Coaching Development (Term)**

**Reports To:** Director, Hockey Development

**Works Closely With:** Manager, Operations; Manager, Membership Services

**Location:** Hockey Manitoba – Winnipeg, MB

**Status:** Full-Time, Term Position (length to be determined)

### **About Hockey Manitoba**

Hockey Manitoba is the provincial governing body for amateur hockey in Manitoba, committed to providing positive, inclusive, and development-focused hockey experiences for participants at all levels. Guided by our Mission, Objectives, and Belief Statements, we work collaboratively with our members, volunteers, and partners to grow the game, develop people, and strengthen communities through hockey.

### **Position Overview**

Hockey Manitoba is seeking a motivated, organized, and adaptable individual to join our team as a Coordinator, Coaches Development (Term).

This role is designed as a broad-based, developmental coordination position that supports coaching development initiatives while also contributing across hockey development programs and organizational operations as needed.

Reporting to the Director, Hockey Development, the successful candidate will work closely with Hockey Manitoba's leadership team and staff to assist in the planning, coordination, and delivery of programs that support coaches, players, and volunteers across the province. This term position offers meaningful exposure to the operations of a provincial sport organization and is intended to support both organizational needs and individual professional growth.

### **Key Responsibilities**

#### **Coaching Development Support**

- Assist with the coordination and delivery of Hockey Manitoba coaching education and mentorship initiatives.
- Support the planning, scheduling, and administration of coach clinics, development opportunities, and learning environments.
- Communicate with Minor Hockey Associations (MHAs), regions, instructors, and volunteers regarding coaching-related programming.
- Assist with tracking coaching certification requirements and compliance in collaboration with Registration and Support Services.
- Provide logistical and administrative support for mentorship programs, specialty clinics, and coaching events.

#### **Hockey Development & Program Support**

- Provide operational and administrative support to hockey development programs, which may include coach, player, or grassroots development initiatives.
- Assist with event planning, on-site program delivery, and post-event reporting for camps, clinics, meetings, and development activities.
- Support data collection, documentation, and reporting to help evaluate program outcomes and inform future planning.

- Assist with the preparation of program communications, bulletins, and internal resources, aligned with Hockey Manitoba standards and messaging.

### **Operations & Cross-Departmental Support**

- Work collaboratively with the Director, Operations and Director, Business & Communications on projects and shared initiatives as required.
- Provide coordination and administrative support during peak operational periods, particularly in the spring and summer months.
- Assist with meeting preparation, scheduling, minute-taking, and follow-up action items for assigned councils, committees, or working groups.
- Support logistics related to equipment, apparel, storage, and event operations when needed.

### **Relationships & Representation**

- Build and maintain positive working relationships with Hockey Manitoba staff, volunteers, MHAs, regional representatives, and partners.
- Respond professionally and in a timely manner to inquiries related to assigned programs and responsibilities.
- Represent Hockey Manitoba in a positive and professional manner at meetings, events, and development activities.

### **Term Nature of the Role**

This is a term position with a flexible and evolving scope designed to respond to organizational priorities and seasonal demands. While the role includes exposure to coaching development functions, it does not replace or duplicate any permanent positions.

The term structure allows Hockey Manitoba to assess organizational needs and individual fit over time. Any future employment opportunities would be subject to organizational requirements and formal recruitment processes.

### **Qualifications**

- Post-secondary education in Sport Management, Kinesiology, Education, Administration, or a related field is considered an asset.
- 1–3 years of experience supporting programs, events, or operations in sport, recreation, or a not-for-profit environment.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and deadlines.
- Effective written and verbal communication skills, with comfort interacting with volunteers and member organizations.
- Ability to work independently while contributing positively within a collaborative team environment.
- Strong attention to detail and administrative competence.
- Proficiency in Microsoft Office (Outlook, Word, Excel) and comfort learning new systems and technology.
- Familiarity with hockey structures or amateur sport systems is an asset.

### **Working Conditions**

- Occasional evening and weekend work may be required during peak programming periods.
- Attendance at Hockey Manitoba Fall, Semi-Annual, and Annual General Meetings may be required.
- Other duties as assigned in support of Hockey Manitoba operations.

*This posting reflects a term-based, developmental coordination role that balances coaching support with broader hockey development and operational responsibilities, while aligning with Hockey Manitoba's mission-driven approach to growing the game and developing people.*