



Job Posting

Position: Sea to Sky Bears General Manager
Classification: Contract, Part Time
Posting Date: Thursday, March 17, 2022
Closing Date: Wednesday, March 23, 2022

Please note: this posting replaces the original posting dated March 8, 2022.

Squamish Minor Hockey Association and Whistler Minor Hockey Association are pleased to announce we are recruiting for the position of General Manager with the Sea to Sky Bears Program.

Job Description:

The General Manager will be responsible for overseeing all aspects of the shared zone team operations for the U15 and U18 divisions, including:

- Working with coaching staff, SMHA and WMHA Board of Directors to design, deliver and facilitate an on and off ice program for the Sea to Sky Bears that reflects Hockey Canada guidelines.
- With the support of the SMHA and WMHA Board of Directors, coordinating the recruitment, hiring and support of all rostered staff and volunteers, including coaches, assistant coaches, on-ice helpers and team managers.
- Arranging coaching interviews and communicating terms of employment to successful candidates.
- Coordinating annual player intent to play intake.
- Organizing and scheduling ID camps: secure ice, facilitators, evaluators, hotel rooms, jerseys, groupings, registration, fees, and payments. Communicating with families until teams are formed and managers in place.
- Coordinating player tryout camps and clinics.
- Communicating with team members, parents and caregivers.
- Providing front-line support to players and coaches.
- Acting as the main liaison between SMHA and WMHA Board of Directors and players.
- Procurement of uniforms and equipment needed for the program.
- Ensuring the Sea to Sky Bears shared zone program adheres to all policies, rules and regulations as outlined by sport governing bodies, including Pacific Coast Amateur Hockey League, BC Hockey and/or Hockey Canada.
- Supporting a culture of equity and inclusion in hockey to increase participation of underrepresented members of our community.
- Providing support to SMHA and WMHA in making recommendations for the continued improvement of the program.
- Attending SMHA and WMHA Board of Directors meetings as required.
- Providing monthly and year end program reports to SMHA and WMHA Board of Directors.
- Other related duties as assigned.

Qualifications:

- Speak-Out and Respect in Sport certificates.
- Concussion Awareness Training certificate.
- All appropriate security clearances, including a Criminal Record Check for Vulnerable Persons.

Attributes:

- A love of working with youth, a sense of fun and an ability to bring this to bear in leadership situations.
- Strong understanding of what motivates youth and how to incorporate this into the Sea to Sky Bears Zone Program.
- Experience serving as a role model to youth, while exemplifying the values of amateur sport and a passion for youth and hockey.
- Creativity and an openness to try new things.
- Strong communication skills with children, parents and caregivers.
- Able to provide vision and leadership to the program.

Application Deadline:

Please submit a cover letter and resume via email to seatoskybears@gmail.com by Wednesday, March 23, 2022.