



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Female Development Coordinator, Officiating Committee
Accountable To:	Chairman, Officials Committee
Purpose/Summary:	<p>The Female Development Coordinator, Officials Committee position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on the training and development of female officials within the Hockey Alberta Officiating Program. Reporting to the Hockey Alberta Referee in Chief (RIC), this position will support Hockey Alberta's Officiating Committee in the training and development of all female officials and to ensure a connection to the annual strategies aimed at advancing the game of hockey in Alberta. This position plays a significant role in within all aspects of the amateur hockey model and High-Performance programs.</p> <p>This position is appointed for a one (1) year term by the Hockey Alberta CEO.</p>

RESPONSIBILITIES

Lead Officiating Committee

- Coordinate the officials selected to attend Provincial Female travel opportunities as organized annually.
- Coordinate the officials selected to attend the summer Female Development Camp
- Provide supervision and ensure proper training of all female officials who attend Provincial Female travel opportunities
- Coordinate specialty female officiating events, such as, but not limited to, Female Hockey Day, Female only clinics, Female Development initiatives
- Provide leadership the Regional Female Development Coordinators to ensure each Region has a strong Program supporting female officials' development
- Provide reports to the RIC, for all events which includes the officials ranking at each event
- Provide recommendations to the RIC on the advancement of officials to various leagues based on supervisions and rankings

Support and Develop Officiating in Alberta

- Support the Supervision Coordinator by providing monthly reports on events, programs, and travel opportunities.
- Support the upgrade process by providing potential candidates names to the Supervision Coordinator
- Guide and Support the Regional Female Development Coordinators with Regional female initiatives
- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic and Business Plans
- Support the development of Hockey Alberta's Annual Plan



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REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Regions and officials throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-3 Committee Meetings held in-person (if required)
- ✓ Preparation of Written Reports for selected meetings
- ✓ Attend events as required

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically in the Officiating Program
- ✓ Experience in the Officiating Program and/or at the Provincial level is key
- ✓ Experience as an official at an 'elite' level is an asset
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ The ability to motivate a collective group towards attaining specific goals in a timely manner
- ✓ Attention to detail is an asset
- ✓ Ability to commit to regular attendance at meetings and events
- ✓ Access to a phone and email on a regular basis
- ✓ Successful completion of a Criminal Record Check, as per Policy
- ✓ Declaration of all applicable conflicts of interest, as per Policy