



**Job Title:** Director of Operations

**Organization:** Hockey NL High Performance Program

**Reports To:** HNL Development Chair & Technical Director

**Outline/Requirements:**

- Assist in preparing documents for Spring Identification Camp and Summer Provincial Camp i.e. Schedules, Evaluation Forms, Rosters, Rooming Lists and other related forms directed by Hockey NL
- Provide email communication to parents with regards to any updates in relation to camps, events or player related matters.
- Organizing re-groups camps prior to team competition. Booking ice, meeting rooms, travel/accommodations if applicable
- Assist with staff needs during camps; Nutrition table (stocking), recording player evaluations daily, communicate with catering/rink staff, day to day duties.
- Assist in the management of support staff; provide any necessary directions prior to and during camps.
- Available for team and travel commitments.
- Ability to work towards objective of a program
- High level of commitment
- Abide by Hockey NL procedures
- Ability to communicate with information to staff
- Must have strong organizational and communication skills
- Must have basic understanding of Microsoft Word and Excel programs.

**HNL expects a high standard of professionalism no matter where you are, please dress and act appropriately and we look forward to meeting and mentoring new committed trainers in our branch.**