

Job Title: Director of Operations
Organization: Hockey NL High Performance Program
Reports To: MANAGER, DEVELOPMENT AND HIGH PERFORMANCE

Outline/Requirements:

- Support the development of documentation for the Spring Identification Camp and Summer Provincial Camp including:
 - Schedules
 - Evaluation Forms
 - Rosters
 - Rooming Lists
 - Other related forms as directed by Hockey NL
- Coordinate communication within and between the program, participating members and their parents with regards to camp, special event, and/or player related matters;
- Assist with re-group camp organization including:
 - Booking ice time
 - Necessary meeting rooms
 - Travel/accommodations if applicable
- Assist with staff needs during camps including, but not limited to:
 - Nutrition table
 - Recording daily player evaluations
 - Coordination of catering
 - Daily communications with associated partners
- Assist support staff during camp operations;
- Must be available for team and travel commitments;
- Must possess ability to work towards objective of a program by being an integrated part of the team;
- Demonstrate commitment;
- Must adhere to and abide by Hockey NL procedures;
- Must have strong organizational abilities; and
- Must have basic understanding of IT programs such as Microsoft Teams, Word, and Excel programs.

Hockey NL believes in safe, fun, and inclusive hockey experiences. Being a part of our program is a privilege, with the highest of standards of professionalism expected of all staff members regardless of the situation they find themselves. Appropriate behaviour and communications are key to setting the standard for the young members of our programming. Our team look forward to meeting and mentoring new committed volunteers in our branch.