

# JOB DESCRIPTION

**Job Title:** Skills Coordinator

**Effective Date:** September 1<sup>st</sup>, 2016

**Incumbent Name:**

**Reports To:** PSMHC Rep Director/ Rec Director

**Remuneration:** \$2,500 per year (plus mileage for travel outside of Parry Sound/Humphrey)

**Job Purpose**

To foster continuous development for players, in the REC and REP leagues. Through a structured system, the Skills Coordinator will maintain a positive development standard for players. **Position is a maximum two year term (Evaluation after year one, by PSMHC Executive)**

**▼ Key Job Functions**

- 1 Advise/Recommend PSMHC Executive clinics and training that may be beneficial to skills development. These may include OMHA specialty clinics, or private clinic offerings as may be available.
- 2 Facilitate/Co-ordinate monthly skills sessions for REP & REC, including but not limited to: Power Skating, puck handling, goalie clinics, body checking, etc.
- 3 Assist REP coaches with Tryouts & Player Evaluations, for all tryouts for all divisions
- 4 Provide Information packages for parents Re: progressing skills, how to fuel players for games/practices, out of season sports, buying equipment, etc.
- 5 Follow Hockey Canada Matrix/Checklist of development skills for all age categories
- 6 Support for all on-ice player clinics as approved by the Board, utilizing existing team staff and approved on-ice volunteers.
- 7 To inventory and review Club resource materials and from time to time make recommendations to the Board regarding acquisition of new materials.
- 8 Attend Executive meetings as may be required to provide regular updates on the status of all areas and how skills development program is progressing (success and challenges).
- 9 Prepare a detailed report of prior season, all aspects. Submit to Exec 2 meetings prior to AGM, Present to membership at AGM.
- 10 Attend Exec meetings monthly; provide regular updates of status of all areas. How season plan is progressing, successes, challenges.
- 11 Final written report to be submitted prior to AGM, to be shared with membership.

**▼ Qualifications**

*Skills & Knowledge:*

- Strong interpersonal relationship and managerial skills, strong communication skills, strong positive coaching (education) background, knowledge of HC model/structure, strong computer skills, high ethical standards and leadership skills, recognized hockey coaching/technical experience and expertise.

*Experience:*

- Experience in Development/Implementation of hockey skills/development for an OMHA Centre, minimum three (3) years experience coaching in the development stream, membership in good standing with the OMHA

*Education Required:*

- Valid Development 2 Coaching Certification, Valid Trainers Cert

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Incumbent's Signature

\_\_\_\_\_  
Date

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President, PSMHC

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Date