

**Job Title: Director of Hockey Operations (DOHO)****Organization:** Vancouver Minor Hockey Association (VMHA)**Location:** Vancouver, BC**Position Type:** Contract – Salary range of \$65 - \$80k**Hours:** Seasonal (35 hours per week from August to March, 20 hours per week from April to July, with additional work available in the off-season)**Position Overview:**

The Director of Hockey Operations (DOHO) plays a key leadership role within VMHA, focusing on strategic planning, program administration, coach and player development, and operational oversight. This position is responsible for leading a team of instructors and coaches to deliver high-quality hockey programs while fostering a culture of growth, inclusivity, and excellence. The ideal candidate is a strong leader and administrator who prioritizes planning and people management in addition to direct on-ice duties. There is an opportunity for extra work and extra remuneration on a “on-contract” basis to be discussed throughout the process.

**Key Responsibilities:****Leadership & Planning**

- Develop and implement VMHA’s hockey development philosophy and long-term player development model.
- Lead VMHA hockey programming with input from Hockey Canada’s and BC Hockey’s player development pathways.
- Work collaboratively with the Board of Directors to establish strategic initiatives that enhance hockey operations and player experience.
- Act as the primary point of contact for all hockey-related matters within VMHA.

**Coach Recruitment, Training & Development**

- Oversee the recruitment, selection, and mentorship of house league and rep team coaches, with a focus on initiation-level development.
- Develop and deliver coaching education programs, including workshops and mentoring sessions.
- Establish clear expectations and guidelines for coaches, ensuring consistency in coaching methodologies and philosophies.

**Program Development & Management**

- Lead the planning and execution of VMHA skill development sessions for all levels.
- Oversee the scheduling, staffing, and operations of the VMHA Training Centre.
- Develop and implement skill-building programs that support both individual player growth and team success.
- Ensure teams are balanced and structured to support fair play and player development.
- Directly lead the development including on-ice leadership for the initiation level

**Team & Player Development**

- Oversee rep tryouts, team selections, and balancing of house league teams.
- Collaborate with head coaches and skill instructors to enhance player development programs.
- Provide resources and guidance for players navigating various hockey pathways, including rep, C hockey, BCEHL, Academy, and Junior Hockey.

### **Operations & Administration**

- Manage program logistics, including tryouts, development sessions, and coach assignments.
- Ensure compliance with Hockey Canada, BC Hockey, and PCAHA policies.
- Work with the ice allocator to maximize ice time efficiency and training center usage.
- Maintain records related to coach certification, player development, and team compliance.
- Attend, report and actively participate in VMHA board meetings.

### **Training Centre Management Community Engagement & Communication**

- Develop a Business Plan for operating the Training Centre including revenue generating programs in the summer
- Book teams and instructors for the synthetic ice and fitness centre to foster hockey development
- Create policies and VMHA association communication to ensure scheduling can take place in an efficient manner

### **Qualifications & Experience:**

- Extensive hockey background with a strong understanding of player development and coaching.
- At least **5 years of coaching experience** with players under 18 years old.
- Experience in **hockey program management**, coach mentorship, and long-term athlete development models.
- Strong administrative skills, including scheduling, budgeting, and program planning.
- Minimum **Development 1 Hockey Canada coaching certification** (High Performance 1 is an asset).
- Excellent communication and leadership abilities with experience in people management.
- Knowledge of BC Hockey and PCAHA regulations and pathways.
- Proficiency in using digital tools such as **TeamGenius** for evaluations and assessments.

### **Preferred Skills:**

- Strong conflict resolution and problem-solving abilities.
- Ability to effectively manage multiple priorities in a dynamic environment.
- Experience working with young athletes and grassroots hockey development.
- Familiarity with managing training centers and hockey development facilities.

### **Application Process:**

Interested candidates should submit a **resume and cover letter** outlining their qualifications and vision for the role to [vmhaadmin@vmha.com](mailto:vmhaadmin@vmha.com). Applications will be accepted until **March 10, 2025 5pm**.