



***Prince Albert Hockey***  
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Prince Albert, Saskatchewan  
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## **General Manager**

Employer: Prince Albert Hockey (PAH) Association

Location: Prince Albert, SK

Term: To be negotiated

Salary: To be negotiated

Closing Date: April 7, 2023

### **Summary:**

Prince Albert Minor Hockey is seeking a General Manager to lead and direct the day-to-day hockey operations of its association. Reporting to the President and Board of Directors, this position is responsible for creating a successful minor hockey program through the development and implementation of a solid player development model from U7 right through to U18. We are seeking a dynamic leader who not only possesses the technical hockey knowledge to lead and direct both the players and coaches; but also demonstrates the ability to build respectful and collaborative relationships with players, coaches, parents and the community.

### **About Prince Albert Minor Hockey:**

Prince Albert Minor Hockey has been developing young hockey players for many years. We have grown to an association developing over 800 athletes a year. Our mission is to lead, develop and promote positive minor hockey experiences for every participant in Prince Albert and area. We are always looking for ways to expand and grow our program.

Key responsibilities of the General Manager include, but are not limited to, the following:

- Provide oversight pertaining to all hockey related matters for the PAH hockey office and report to the Board of Directors as necessary.
- Shall sit on any committee as a non-voting member as ordered by the President.
- Shall handle all concerns directed to PAH in consultation with the President and or Board of Directors.
- Be responsible for all special programs and coaches' meetings.
- In conjunction with the Technical Director or contracted coaching services, serve as a facilities manager to plan and organize coaching clinics, referee clinics, annual and special meetings
- Helps with all evaluations in conjunction with the Board.
- Work with all AA teams for tryout evaluations

- Along with the Executive Director deal with collecting, dividing out and dealing with all AP players and issues.
- PAH Liaison with Hockey Sask on matters pertaining to hockey development.
- Attend Hockey Sask Meetings as required.
- PAH annual awards for players and coaches
- Required to sit on any committee as a non-voting member as ordered by the President.
- Required to attend all meetings of the Board of Directors
- Will handle all concerns directed to PAH and adjudicate according to PAH constitution and bylaws.
- Provide monthly reports to the Board of Directors on PAH operations.
- Other Duties as assigned by the PAH Board of Directors

#### Qualifications:

- Valid Driver's License and insurance
- The successful candidate will be required to submit a Criminal Records Check
- Competency in computer programs

#### Experience:

- Preference given to an individual with experience coaching and hockey background. Total sports knowledge and experience will be taken into consideration.

#### Skills:

- Superior ability to develop and maintain respectful, supportive and collaborative relationships with others whether as a peer or as a coach; strong appreciation for the understanding of, and sensitivity towards the needs of a diverse body of athletes; exceptional communication skills, including written, verbal and presentation; ability to exercise significant judgement; ability to establish medium to long term goals and vision; ability to work effectively within a team environment, creative thinking and problem solving skills. The ability to mentor, motivate, and develop the potential of young athletes in the contexts of both competitive and recreational sport, while fostering positive work and learning environments will be critical.

Applications regarding this position can be directed to [pahockey@sasktel.net](mailto:pahockey@sasktel.net). If you have any inquiries, please indicate this in an email and provide a phone number where we can reach you.

When submitting your application please include a complete resume, including your vision for this position, with a minimum of 2 professional references. Applicants may be invited to do a presentation of your vision to the current Board of Directors.