



**Okanagan Hockey School**  
201-853 Eckhardt Ave. W  
Penticton, B.C., Canada, V2A 9C4  
Phone: 250-493-1408 Fax: 250-493-9222  
[www.hockeyschools.com](http://www.hockeyschools.com)



### Okanagan Hockey School Camp Coordinator – Kelowna

Okanagan Hockey School (OHS) is the longest running hockey school in the world with professional instruction since 1963. We instruct players 8-16 years of age on all individual skills.

Okanagan Hockey School is now accepting resumes for the position of OHS Camp Coordinator in Kelowna.

Responsible for overseeing all the operations of OHS – Kelowna.

#### **Administrative**

- Recruit and hire on ice instructors, off-ice instructors, counselors, goalie instructors and support staff
- Ensure payroll paperwork (TD1 forms and contracts), Criminal Record Checks are completed and sent to OHS Penticton office
- Monitor budgets and spending
  - Payroll, meal program and facilities budgets
- Submit payroll to OHS Penticton on required dates
- Recruit players/students to the camp
- Facilitate training session and orientate all instructor and counselors
- Develop staff schedules for each week
- Ensure completion of report cards, awards and player evaluations
- Ensure all students receive a report card and evaluation
- Accept player registrations on site, as required
- Communicate with the facility on all schedule changes or anything that is needed to operate the camp
- Attend various local tournaments and other promotional events to market OHS programs and sell positions
- Field customer complaints and resolve them in an effective and timely manner
- Distribute marketing material (OHS and OHA) within the local market at rinks and other hockey related facilities
- Communicate directly with the appropriate people in the Edmonton Oilers organization to ensure camp operations and marketing is being coordinated at the appropriate levels

#### **Hockey Program**

- Supervise Instructors and Counselors, providing guidance and feedback
  - Ensure they are implementing the on ice and off-ice programs put together by Senior Director of Hockey Operations
- Supervise Video Coordinator and ensure video is completed, oversee video analysis
- Oversee on-ice hockey program, goalie program and off-ice training program
- Instruct as required



- Conducts evaluations on all staff members and corrects their teaching techniques if required
- Discipline staff if required

***Educational and Job Requirements:***

**Education/Certification**

- Hockey Canada Coaching Stream and Speak Out accreditation
- Experience playing hockey at the Minor Pro level preferred, and experience coaching at the major Jr. level, preferred
- Criminal Record Check
- Minimum two year business diploma, or equivalent preferred

**Other Skills and abilities**

- Demonstrate effectiveness in recruiting, training, coaching, evaluating and supervising players to attain their maximum level of athletic performance
- Excellent communication skills, verbal and written in order to relate effectively with players, management and staff
- Ability to manage instructional personnel
- Ability to work under pressure and meet deadlines
- Maintains confidentiality of financial and personal information
- Ability to provide a respectful atmosphere for players
- Strong interpersonal skills and the ability to deal with difficult situations with diplomacy and tact
- Create an environment that encourages players to reach their potential
- Strong administrative, organizational and time management skills
- Self-starter, team player and the ability to work with minimal supervision
- Flexibility and the ability to adapt quickly to change
- Strong problem solving skills
- Willingness to work a flexible work schedule
- Strong work ethic
- Ability to take responsibility for actions and decisions made

**Contact Information**

All applicants are asked to send their resumes to the attention of Kevin Goodwin via email to [kevingoodwin@hockeyschools.com](mailto:kevingoodwin@hockeyschools.com) . Applications will be accepted until February 17, 2012. We thank all applicants for their interest in OHS; however, only short listed candidates will be contacted.

