



JOB POSTING

POSITION:	Director, Hockey Operations
REPORTS TO:	GOJHL Commissioner
LOCATION:	Remote
JOB STATUS:	Full-Time Flexible
APPLICATION DEADLINE:	4:00PM EST - Friday, August 20 th , 2021

POSITION OVERVIEW

The Greater Ontario Junior Hockey League (GOJHL) is seeking a highly motivated self-starter and detail-oriented leader to oversee the GOJHL's Hockey Operations Department.

As a full-time flexible and remote position, the Director, Hockey Operations will be responsible to direct all day-to-day administration of all hockey-related operations, programs, policies and initiatives of the GOJHL.

KEY RESPONSIBILITIES

- Work alongside GOJHL Commissioner in development, implementation and execution of league vision and strategic plan
- Identify, evaluate and advise GOJHL Commissioner of internal and external issues which affect the GOJHL
- Enforce and uphold member clubs' adherence to GOJHL Constitution By-Laws, Policies and Procedures
- Responsible for the development of GOJHL player registration management system
- Administer the approval process for all internal and external GOJHL transactions including trades, releases, affiliate players, etc.
- Daily management of GOJHL Protected Lists and Active Rosters
- Manage GOJHL's Hockey Canada Registry (HCR) database
- Lead execution of GOJHL's COVID-19 Return-to-Play framework and ensure compliance
- Implement 16-year-old player monitoring process as per governing body regulations
- Oversee all matters related to player discipline, automatic suspensions and video review process
- Direct the development and approval of all GOJHL schedules including Exhibition, Regular Season and Playoffs
- Direct and lead all GOJHL events including GOJHL Showcase, GOJHL Top Prospects/Future Stars and other events such as MacPherson Tournament, etc.



- Ensure compliance and professional delivery of all HockeyTV broadcasts
- Manage Frank Santarossa Scholarship Fund and other player assistance initiatives
- Develop GOJHL Player Profile Database and other player advancement mechanisms
- Ensure GOJHL league website is progressive, accurate and current
- Develop GOJHL Resource Centre for Member Clubs
- Coordinate, execute and lead all Hockey Operations meetings
- Oversee the delivery of the GOJHL Player-of-the-Month and Year-End Awards programs
- Build positive working relationship with Ontario Hockey Association to administer and develop areas such as officials, insurance, training, and certification
- Manage, mentor, train, and supervise three direct reports and all GOJHL interns
- Identify and assess opportunities to advance GOJHL initiatives, programs, player development and standard operating procedures
- Research and monitor current trends across sport and specifically hockey to provide maximum benefit to GOJHL players, coaches and support staff
- Implement effective culture, teamwork and operational processes between GOJHL Office and Member Clubs
- Communicate in effective, professional and courteous manner with all league and team staff, stakeholders, sponsors, officials and fans
- Liaise in professional manner with governing bodies including Ontario Hockey Association Ontario Hockey Federation and Hockey Canada
- Other duties as assigned by GOJHL Commissioner

EXPERIENCE AND QUALIFICATIONS

- Post-secondary education in Business, Sports Administration or an equivalent background in hockey management
- Strong knowledge and understanding of Ontario Hockey Association / Ontario Hockey Federation / Hockey Canada / structure, rules and regulations
- Operational knowledge of the GOJHL is considered an asset
- 3-5 years of management experience, preferably in a hockey environment
- Effective communication skills to develop relationships with Governors, Presidents, Hockey Operations Staff, players and stakeholders
- Exceptional time management and organizational skills to handle multiple tasks simultaneously while meeting deadlines
- Proficient in all office, business and hockey software programs (MS Office, Adobe, Hockey Canada Registry, HockeyTech, etc.)
- Able to work flexible hours and on evenings and weekends to attend games, meetings and events when necessary



Qualified applicants are invited to submit their resume and salary expectations via e-mail with the subject line "Director, Hockey Operations" to Brent Garbutt (bgarbutt@gojhl.ca) by **4:00PM (EST), Friday, August 20th, 2021.**

We thank all applicants for their interest in this position, however only those selected for an interview will be contacted.

The Greater Ontario Junior Hockey League is a Canadian junior ice hockey league based in Southwestern Ontario, Canada. The league is sanctioned by the Ontario Hockey Association, Ontario Hockey Federation, and Hockey Canada. For more information, visit www.gojhl.ca.