



Position: Coordinator, Programs

Company Overview

BC Hockey is a not-for-profit organization and member branch of Hockey Canada, responsible for governing amateur hockey at all levels in British Columbia and Yukon. It supports over 130 Minor Hockey Associations plus Junior and Senior teams, over 62,000 players, referees and coaches as well as countless volunteers and others dedicated to the sport.

Placement requirements:

- Post secondary training in Sport Management or a minimum of 3 years of relevant experience in Sport Administration
- Hockey Canada Officiating Program (HCOP) certification or experience is considered an asset
- Strong interpersonal and communication skills facilitating relationships with volunteers & staff
- Knowledge and understanding of hockey programming and event management at the local and provincial levels is considered an asset
- Ability to meet project deadlines and manage multiple priorities
- Proficiency with Microsoft Office and other common computer applications
- Demonstrated initiative and flexibility in adapting to changing priorities and organizational needs

Extent of Supervision

- Responsible to the Chief Program Officer

Program Focus and Responsibilities

This role supports the administration, coordination, and delivery of a range of BC Hockey programs and initiatives. The position will have a particular level of involvement in areas such as:

- Officiating
- High School Hockey
- Program of Excellence

The role also provides administrative and coordination support across other BC Hockey programs and initiatives, including but not limited to:

- Scholarships
- Coaching
- Minor Recreation
- Para Hockey
- Events

Program responsibilities and areas of involvement may vary based on organizational needs, priorities, and seasonal requirements.



General Duties

- Attend required meetings and events, both in-person and virtually.
- Process purchase orders and support program budget administration.
- Liaise with volunteers, event staff, Hockey Canada, Member Partners, and other stakeholders.
- Provide participant and parent customer service and support.
- Coordinate facility, ice, travel, accommodation, and other logistics and bookings.
- Administer certification clinics, mentorship programs, and general registration.
- Support the planning, coordination, and delivery of assigned programs and initiatives.
- Assist with program communications, documentation, and related administrative requirements.
- Provide support across BC Hockey programming as required.

Job Type: Full Time / In office

Salary Range \$46,000 to \$55,000 peryear

Benefits:

- Dental Care
- Disability Insurance
- Extended health care
- Life Insurance
- RRSP match
- Vision Care

Schedule

- Monday to Friday

Email resume and cover letter to hr@bchockey.net to apply.