



Manitoba Junior Hockey League Job Posting | Director, Operations

POSITION: Director, Operations

REPORTS TO: MJHL Commissioner | MJHL Board of Governors

LOCATION: Winnipeg, MB

STATUS: Permanent, Full Time

APPLICATION DEADLINE: February 28th, 2020

POSITION SUMMARY

The Manitoba Junior Hockey League (MJHL) is seeking a dedicated, organized and highly motivated hockey professional to serve as Director of Operations.

Based in Winnipeg and reporting to the MJHL Commissioner, the Director, Operations will be responsible for managing the day to day operations of the MJHL.

POSITION KEY RESPONSIBILITIES:

Participate with the Commissioner in the on-going development and implementation of a vision and strategic plan to guide the MJHL

Identify, assess and inform the Commissioner of internal and external issues that affect the MJHL

Act as a professional advisor to the Commissioner on all aspects of the MJHL's business activities

Foster effective teamwork between the Commissioner and league office staff, suppliers, member teams and volunteers

Work with member teams to identify needs and develop solutions to meet those needs and generally ensure the MJHL office is working on behalf of all member teams

Search out new innovations and trends in the sport of hockey and communicate those findings to the Commissioner

In addition to the Commissioner, act as a spokesperson for the MJHL

Represent the MJHL at community, local, regional and national events to enhance the MJHL's community as required

Work to ensure that all member teams feel valued, respected and listened to or "heard" by the league office

Participate as a non-voting member of the MJHL Management & Finance Committee and take part in all MFC meetings as required



Carry out the league goals and policies as laid out by the MJHL Bylaws and Rules and Regulations as approved by the MJHL Board of Governors and as directed by the Commissioner

Manage and ensure all league standards are being maintained and followed

Assess, evaluate and implement the MJHL Discipline Regulations with a primary focus on the Junior A Supplement as approved by the MJHL Board of Governors

Work with the Commissioner to assess, evaluate and implement all MJHL Hockey Operations regulations as approved by the MJHL Board of Governors

Attend league games, tournaments, meetings and other relevant events as required and/or directed by the MJHL Commissioner

Review and approve all trades between CJHL teams and MJHL teams

Ensure all league trades and suspensions are entered onto the MJHL website and are communicated and posted to all relevant public sources

Manage and update all aspects of the league's player protected list (PPL) database ensuring timeliness and accuracy

Monitor the league website scoreboard for every game during the season. Follow up with corrective action if required.

Assist member teams to help ensure that all players and team staff are properly registered and approved on the Hockey Canada Registry (HCR) prior to participating in any league games

Ensure that all league teams are compliant with HCR training on a yearly basis. Work with Hockey Manitoba staff to ensure HCR compliance.

Prepare and organize all league Board meetings including the Annual General Meeting in conjunction with the Commissioner

Manage and coordinate the onboarding and rollout of all CJHL and MJHL Programs each season e.g. HeadCheck, CMHA, GradeSlam

Report generation as requested by the MJHL Commissioner

Internal document management and updates as required

Recording and preparation of all Board meeting minutes including conference calls. Distribution of meeting minutes to league members.

Participate in the implementation of all elements of league special events in conjunction with the Commissioner. This includes the annual Showcase, the annual Draft and the annual Schedule meetings as examples

Assist the MJHL Commissioner as required and directed



QUALIFICATIONS

Significant and successful level of experience at either the Branch, Junior A level, CHL, University, College or Professional Hockey

Post-secondary university/college degree, or an equivalent background in hockey management an asset

Highly motivated with a passion to work in Hockey

Demonstrated administrative skills and experience; knowledge of business etiquette, practicing discretion with sensitive content and materials, management of records and documentation using various software systems

Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations

Exceptional organizational and time management skills; ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet deadlines

Hands-on approach; plans, prepares and executes professionally

Proficient in the use of all contemporary office/business programs (Word, Adobe, Excel, Dropbox, etc.)

Proficiency and understanding in the use of all social media platforms an asset

Ability to work staggered hours, evenings and weekends as necessary

Qualified Candidates are invited to submit their resume with references and cover letter included to Kim Davis kdavis@mjhlhockey.ca and Kevin Saurette operations@mjhlhockey.ca. Note: only those persons selected for an in person interview will be contacted.

**A Satisfactory Criminal Record Check and Vulnerable Person's Check is required