GKGHA Development Coordinator Job Description

This is an executive appointed position for a Development Coordinator within the Greater Kingston Girls Hockey Association. The position requires an annual progress report to the board on the status of coaching mentorship and player development. The Development Coordinator shall report directly to the President and work closely with both the VP Rep and the VP HL. This position will not carry a vote at board meetings, and will not be required to work on player development with the U22 and Senior teams. This position shall be initially appointed for a 2-year term.

The Coaching & Player Development Coordinator shall:

* Develop, in cooperation with the VP Rep and VP HL, a program to provide opportunities for players and coaches to take part in various development opportunities, both on and off the ice.
* Coordinate a team approach to player development by involving various stakeholders in the creation of a plan and collecting voices from current and former coaches around their needs.
* Offer support and mentoring to coaches in both the house and representative streams
* Create an overall development philosophy for the GKGHA
* Offer guidance to coaches in preparing practice plans
* Develop an organizational development approach for each age group
* Arrange for coach and practice evaluations throughout the year as requested by the association or by individual coaches seeking feedback
* Promote collaboration and cooperation between all GKGHA coaches
* Assist with negotiating and monitoring contracts with third-party development and skills providers
* Be in contact with VPs, convenors and coaches at various points throughout the season to ensure that opportunities are communicated effectively
* Be involved with the competitive coaching selection process, including chairing the selection committee, assisting in checking applicants references, assisting in screening applications, evaluating daughters of applicants, and being involved with interviews. Final selection of all competitive coaches is to be approved by the GKGHA executive.
* Be responsible for identifying and implementing short term and long term coaching and player development strategies across all age levels for both House League and Competitive
* Develop a handbook and guide to support coaches.
* Work with the GKGHA Executive to create an annual budget for development and to monitor development spending throughout the year
* Be the contact for prospective coaches.
* Research development models from other sporting organizations and hockey associations and make recommendations on best practices
* Strengthen partnerships and collaboration opportunities with U22 Elite and Queen's University.
* Abide by all Hockey Canada, OWHA and GKGHA policies, rules and constitutions.
* Liaise with the U7 convenor to ensure best possible introductory programming for hockey
* Review development stream (DS) programming and structuring
* Offer creative ways to offer development and skills sessions without the need for additional dedicated ice times
* Collect and review parent surveys

Honorarium

· TBD based on experience

Conflicts of Interest

Due to potential conflicts of interest within this role, the GKGHA’s preference is to recruit an individual who is neither a current coach or the parent of a current player.