



Richmond Jets Minor Hockey Association
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The Richmond Jets Minor Hockey Association (RJMHA) is seeking an **Executive Director** to join our association.

The RJMHA, one of the largest minor hockey associations in B.C, offers an integrated minor hockey program from Initiation to Juvenile to between 1000 – 1100 players in the City of Richmond, BC. The program operates out of the three different facilities in the City of Richmond: Richmond Ice Centre (RIC), Minoru Arenas (Stadium and Silver Rinks), Richmond Oval (North and South rinks). RJMHA is a member of the Pacific Coast Amateur Hockey Association, which is governed by BC Hockey. RJMHA is expected to ice teams in the top tiers of Rep Hockey Divisions and participate in the President's League for Recreational Hockey. RJMHA also expects to deliver First Shift and Intro to Hockey programs for players who are new to hockey.

Responsibilities of the Executive Director include, but are not limited to:

- Provide leadership in all matters related to RJMHA, while being responsible for the supervision and general conduct of all levels of hockey in the Association
- Participate with Board members to develop and implement the strategy and vision of RJMHA acting as an advisor to the Board on all aspects of the association's activities fostering effective team work between the board, staff, contractors, volunteers and members
- Support the Board by attending meetings, overseeing the development of the Board meeting package (i.e., agenda, past minutes, working group reports, briefings), ensuring record keeping of all Board meetings (i.e., minutes, decisions), responding to Board member requests, and advising the Board on relevant issues
- Manage the day to day operation of the association including financial and data management and developing policies and procedures
- Organize the AGM for RJMHA including presenting a written report of annual activities throughout the Association, communication with the membership and preparation of documentation and any presentations on behalf of the Board
- Correspond professionally with players, parents, coaches, volunteers, committees, media and community associations including social media
- Manage the day to day financial operations of the association in order to maintain compliant fiduciary long term health of the association
- Oversee the delivery programs and services offered by the association to ensure ongoing quality and value for members
- Effectively manage staffing requirements for program delivery including recruiting of contractors, paid staff and volunteers
- Manage risk, health and welfare of members, property, data, finances, images and ensure proper controls are in place

The successful candidate will have:

- A track record of outstanding customer service
- Demonstrated ability to think strategically, problem solve and develop action plans
- Superior relationship skills
- Confidence speaking in public, as well as, effective written and spoken communication skills
- Ability to prioritize tasks and deliver to deadlines
- A solid knowledge of minor hockey

Qualifications:

- University degree or equivalent in not for profit management, sport management, recreation, business or related discipline
- Minimum five years' experience in not for profit management, including supervising paid staff and volunteers and experience working with a board of directors
- Minimum five years of leadership experience

To apply, please submit your resume and cover letter to RJMHA care of governance@richmondjetsmha.com .