



RJMHA DIRECTOR OF REP HOCKEY POSITION

Richmond Jets Hockey in the community of Richmond, BC, is seeking a **Director of Rep Hockey (DOR)** to lead and support the development of our competitive rep hockey players and coaches and be a key part in creating and implementing a “**Jets Way**” style of play and culture. The **DOR** will be the face of the competitive rep program, have presence at the rink and will extend and enhance the on-going work and vision of our Director of Hockey, rep committee, the RJMHA Board, volunteers and rep coaches.

This position is a **part-time** role with heavy commitment from late July to mid-October. The **DOR** will be responsible for creating an athlete focused minor hockey program in the competitive stream through the development and implementation of a uniform curriculum for our U11 to U18 rep hockey divisions. Our focus is on player development, mutual respect, sportsmanship, safety and fun. We are seeking a self-driven, personable, committed individual that is passionate about community minor hockey and can advance all our rep players and coaches to reach their full potential.

Key Responsibilities:

The Director of Rep Hockey will be responsible for the oversight, growth and overall day to day management of the Richmond Jets’ representative (A) hockey program. The **DOR** will work closely with key stakeholders including the Board of Directors, Director of Hockey Operations, Rep Committee, Rep Coaches, Rep Tryout Coordinator and the Division Managers. The **DOR** will be required to attend in person or via zoom, as many monthly Board meetings as possible and provide updates on the program.

Specific Roles & Responsibilities:

ID Skates, Checking Clinics and Rep Prep Camps:

- Plan and execute the U9 Intro to Rep Skate (March), U13/U15 Checking Clinic (March), U11-U18 Summer ID skates (June) and the Rep Prep weeklong Checking Clinic (August), including budgeting, ice scheduling and delivering the on-ice program and parent presentations.

Rep Tryouts:

- Oversee and work with the Rep Tryout Coordinator from early August to early October in conjunction with the DOHO and Rep Committee, including the planning, scheduling, ice allocation and setting up the evaluation team in July and August prior to the start of rep tryouts. Fully understand the Competitive Rep Hockey Policies, the rep tryout process.

Programming Blueprint/Curriculum, Implementation and Maintenance:

- Create a development blueprint and curriculum for the entire rep program (U11-U18), with monthly development goals that can be tracked and reviewed with the rep committee and board as required. Update curriculum as needed.
- Work with rep coaches on year end evaluations to measure player development progress.

Rep Coach Development:

- Monthly Rep Coach Meetings and On-Ice Sessions - Aug, Sept, Oct, Nov, Jan, Feb to review:
- Individual player skill development goals and team development goals
- Attend at least 1 practice or 1 home game per month throughout the year to provide direction and ensure the coaches are following a set curriculum and seasonal plan as set by the DOR.



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- Conduct performance reviews for all rep head coaches in December and March and share with the Board at the monthly board meetings in Dec. and March.
- Recommend and recruit coaches for the following year starting in February and March.

Rep Coach Selection

- Oversee and manage the coach selection and recruitment process in conjunction with the DOHO and coach selection committee.
- Recommend and recruit coaches for the following year starting in February and March.

Requirements & Qualifications:

- ✓ Minimum 3 years of experience in a Hockey Canada sanctioned minor hockey rep program leading, directing and coaching.
- ✓ Ability to provide on-ice instruction, with minimum Hockey Canada Development 1 Certification.
- ✓ Have a passion for community hockey and everything it represents.
- ✓ Strong appreciation, understanding and sensitivity towards the needs of a diverse membership.
- ✓ Ability to work effectively within a team environment and with our Director of Hockey, Rep Committee and Board of Directors.
- ✓ Ability to develop and maintain respectful, supportive and collaborative relationships with others whether as a peer or as a coach.
- ✓ The ability to mentor, motivate, and develop the potential of young athletes in the competitive division, while fostering positive learning environments will be critical.
- ✓ Ability to work flexible hours and must be available on weekends and evenings during the season.

Remuneration & Start Date:

- Remuneration to be negotiated based on experience and the **DOR** will be a contractor to the association.
- Seeking a two-year commitment starting May 2025.

If you are passionate about minor hockey and interested in joining a progressive and inclusive community hockey association, please submit a cover letter and resume by **5PM on Monday March 31st, 2025**, to our **Executive Director** wayne.carleton@richmondjetsmha.com

We thank everyone in advance for your submission, only those selected for interviews will be contacted.

Thank-you,

Richmond Jets Minor Hockey Association