



## PRINCE GEORGE MINOR HOCKEY ASSOCIATION

P.O. Box 2242 • PRINCE GEORGE, B.C. V2N 2J8 • (250) 563-0303 • (250) 563-0318

**Closing: April 26, 2026**

### Job Opportunity: **Director of Hockey Operations** (Contract Position)

Prince George Minor Hockey Association is seeking a Director of Hockey Operations (DHO) to support our on-going pursuit of providing the best possible hockey experience to players and families while developing excellent athletes and citizens.

### About PGMHA

PGMHA is a large association with approximately 1,000 players and over 350 rostered volunteers. Starting in 2018, our Board of Directors set a course to build a culture of respect among players and parents while investing in skills programming to support our coaches and player development. Currently the Association is seeing the payoff of this investment.

### Who should apply?

Administrator, coach, mentor and leader. This role can be molded to your greatest strengths. At a minimum however, our DHO will be three things: personable, honest and enthusiastic about minor hockey, both recreational and representative streams. You will become the face of our association and will extend and enhance the ongoing work and vision of our Board, volunteers and coaches. Expect tasks to include recruiting and managing coaches, learning and enhancing established hockey programming and implementing hockey development. Reporting to the President, you will work closely with our staff and volunteers on a day-to-day basis. The contract is negotiable based on qualifications, experience and commitment.

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Send your **Resume** and **Cover Letter** to [resume@pgmha.com](mailto:resume@pgmha.com)

Questions, email [president@pgmha.com](mailto:president@pgmha.com)

## Overview of Duties of the Director of Hockey Operations

1. Learn and build on established PGMHA programming to grow and implement the various development programs for recreational, development and representative hockey.
2. Review and become familiar with all PGMHA documentation, including the Policy Manual, to ensure compliance and consistency with all Association guidelines.
3. Review programming for compliance with Hockey Canada's Long Term Player Development (LTD) model and Player Pathways.
4. Organize, schedule, staff and support all aspects of representative tryouts and recreational evaluations, including team composition.
5. Identify Division Coordinators for seasonal placement, working with them throughout the season to ensure session plans are in place, distributed and being adhered to.
6. Review evaluation criteria and procedures annually.
7. Manage all aspects of PGMHA's coaching staff.
8. Arrange player and goalie developmental in-season programming.
9. Advertise, select and manage a player skills development coach.
10. Advertise, select and manage a goalie skills development coach.
11. Complete understanding of representative and recreational hockey, budgets and timelines.
12. Must be accessible and responsive.
13. Report to the President.
14. Prepare monthly reports.
15. Prepare a report for the Annual General Meeting.
16. Additional duties can be found in the PGMHA Policy Manual under Duties of the Director of Hockey Operations.

## Possess the following skills

- Computer skills (Google docs, MS, etc.)
- Versed in conflict resolution
- Written and verbal communication skills
- Scheduling experience as an asset

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