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Manager - Operations and Events

Term: Full Time

Start Date: July 1, 2022

Remuneration: Salary and benefits are according to internal OHA salary policy, and based on experience.

Announcement Date: May 6, 2022

Closing Date: May 27, 2022

Okanagan Hockey Academy (OHA) is seeking a full time Manager of Operations and Events to join our team in Penticton, BC. The successful candidates will become part of a world class hockey development program that believes in a commitment to excellence in all areas of the student-athlete's training on and off the ice.

Our Mission

To create an environment that gives every student-athlete the best possible opportunity to achieve and surpass individual potential through structure, support, knowledge and experience.

OHA Background

The Okanagan Hockey Academy is a division of Okanagan Hockey Group Inc. (OHG), which is the longest and oldest running hockey school in the world. We have provided professional hockey instruction since 1963 and are located in Penticton, British Columbia. We have a state of the art facility to provide a unique development opportunity for each of our student-athletes. The Okanagan Hockey Academy is a prep school environment which consists of 7 teams that include both male and female programs. For more information on Okanagan Hockey Academy, please visit our website at www.okanaganhockey.com

Summary of Responsibilities

Reports directly to the General Manager, however has close working relationships with the Hockey Operations team, responsible for managing fleet operations, team travel scheduling and budgets and operations lead for hockey events including tournaments, showcases and other OHG events. This includes but is not limited to:

Fleet Management:

- Maintain and ensure all company vehicles meet all safety standards and have valid insurance.
- Ensure all drivers and vehicles meet government standards are met (regular maintenance, inspections, valid driver's license, driver's abstracts, logs, inspections etc.)
- Create weekly driving schedules, and driving assignments

Team Travel/Scheduling/Budget

- In conjunction with Management establish on and off ice schedules, create weekly travel schedules, and update all team calendars
- In conjunction with GM, Manager of Hockey Operations and Coaches develop yearly and weekly schedule for practices, home games and tournaments.
- Manage travel budget for all team travel, including weekly review with GM and coaches
- Responsible for all major team away travel including booking hotels, flights, bussing and food options

Event Management

- Lead for execution of all events/showcases hosted by OHA & OHG.



- Responsible for booking all local ice facilities for all OHA teams, Combines, Showcases, Tournaments, CSSHL Championships and other OHG events
- Prepare facilities for games, tournaments, showcases and other events including book all ice, dressing rooms, meeting rooms and signage.
- In conjunction with CSSHL and BC Hockey prepare list of games to ensure referees and time keepers are scheduled, and invoice submitted to finance.
- Attend CSSHL AGM and other hockey events as required.

Other

- Coordinate business requirements, budget and purchase of hockey gear and apparel for OHA Teams.
- Assist GM and hockey operations staff with recruitment of student athletes

Knowledge Skills and Abilities

- Knowledge and experience operating events
- Current knowledge of transportation standards, driver licensing and mechanical knowledge related to vehicle maintenance.
- Knowledge and understanding of rules and regulations governing the sport of hockey
- Strong administrative, organizational, time management and purchasing skills
- Ability to manage budgets and forecast expenses

Qualifications

- Minimum 2 year diploma in Business Management or equivalent experience
- 5 plus years' experience working in the hockey industry and/or hockey academy operations
- 5 years professional driving experience with valid BC Class 4 driving licence with air endorsement and clean driving abstract
- Must pass company screening including criminal record check

Application Process

Qualified applicants are invited to submit their cover letter and resume to

sandybergum@okanaganhockey.com. Only the candidates selected for an interview will be contacted.