



Coordinator Officiating Ontario Hockey Federation

The Ontario Hockey Federation (OHF) is a governing body for amateur hockey in Ontario and is the largest member Branch of Hockey Canada. In cooperation with its seven (7) Member Partners, the organization oversees the management of hockey programs from entry level to high performance. Further information about the OHF can be obtained through its website at www.ohf.on.ca.

The OHF is inviting applications for **Coordinator Officiating**. This position will involve work with other staff, volunteers, Hockey Canada and the Member Partners. The position will be located at the OHF Office in Cambridge, Ontario with a hybrid work schedule. The salary range for this position is \$40,000 - \$52,000 per year plus benefits.

Objectives of this role

- To coordinate the implementation of the OHF Officiating Philosophy with the Members.
- To coordinate the administration of the Officiating program with the Committees and Members.
- To coordinate the implementation of the Hockey Canada Officiating program in the OHF with the Members.

Key Responsibilities

Operational Plan

- To develop the annual Operational Plan for the Officiating Program in conjunction with Strategic Direction of the OHF. To include the following as part of the Operational Plan
 - To work with the Members to ensure the policies and procedures of the Hockey Canada Officiating Program are followed in the OHF.
 - To work with the Members to ensure the overall development of all OHF registered officials, through re-cert and upgrade clinics annually.
 - To coordinate delivery of the Member High Performance education annually.
 - To coordinate a continued education program for all officials in the OHF.
 - To work with the Members Officiating RIC or equivalent, to upgrade and train course Instructors and Supervisors within the OHF.
 - To work with the Members to ensure supervision of OHF registered officials is carried out on a timely and consistent basis.
 - To ensure timely and qualified Officials Selection for POE, Championships and special events.
 - To ensure Hockey Canada Officiating Program policies and procedures are being followed and used by the Members.
 - To oversee the Officiating Program and implement the Operational Plan approved by the Directors.

Championships

- To work in conjunction with the Chair of the Board to determine a designate for Regional and National Championships hosted in the OHF.

Committees and Administration

- To Chair the Officiating Development Committee.
- To oversee internal process for Hockey Canada Rule changes.
- To ensure input from officiating into the Hockey Canada and OHF Suspension Lists.

Qualifications and Experience

The successful candidate for the position of Coordinator Officiating shall possess the following:

- Experience or knowledge of the officiating program;
- Strong administration skills, project management skills and self-motivation with attention to detail;
- Strong Computer skills and significant experience with Microsoft Office, Adobe Acrobat;
- Ability to work both independently and collaborative in a team environment;

Qualified applicants are invited to submit their resume and other information **by 5:00pm EST on January 3, 2024** to:

Email: jobs@ohf.on.ca

Ontario Hockey Federation (OHF)
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