



Job Description, responsibilities and requirements for General Manager of the Sicamous Eagles Junior “B” Hockey Club operating as the Sicamous Eagles Junior “A” Hockey Club.

Reporting to the Board of Directors, the General Manager will be responsible for the day to day management of the hockey operations, including planning, strategic development, recruiting, hiring coach (s) within staffing, budget, evaluation and delivery of the hockey program. The General Manager will collaborate with the Head Coach during player recruiting and player trades.

The General Manager is expected to serve as an effective spokesperson for the Team, promoting and enhancing the image of the team within the community, the league and liaising with higher level teams and post secondary schools.

Responsibilities:

- Together with the Head Coach identify and recruit players capable of playing Junior A hockey.
- Create and sustain an atmosphere that promotes success, player development and career progression.
- Submit all ice time requests to arena staff via email and request written confirmation in return
- Represent the Sicamous Eagles Junior “A” Hockey Club throughout the community.
- Strong and credible reputation in the game for identifying and attracting talented hockey players.
- Has a demonstrable track record of success.
- Post-Secondary Education with a focus on management would be considered an asset.
- Strong people skills, with the ability to communicate & collaborate effectively with others, is a team player, good listener and problem solver.

- Strong relationship builder with the ability to maintain relationships with key stakeholders (players & their families, management)
- Self-assured and has a calm style under pressure.
- Perform additional duties as directed by the Sicamous Eagles Board of Directors.
- Recruit and manage Assistant Coach (s) and Trainers.
- Work with the Team Administrator who will run the front office and assist to ensure paperwork is complete and reports are completed and submitted in a timely manner, including SPA's and trades
- Attend and provide reports at scheduled board meetings
- Represent the team at league meetings
- Work with the board of directors to identify any needs or requirements for the team including but not limited to equipment, supplies and or swag
- Communicate all transactions with the treasurer through the Team Administrator
- Enforce no pay no play rule
- Identify any off ice issues that may impact on the team to the board
- Any other duties or responsibilities assigned by the executive throughout the season

Requirements:

- Will have worked in a similar role or in a coaching/talent scouting role
- Post secondary schooling an asset
- Junior, Collegiate, or Professional playing or coaching experience is preferred
- Integrity - Strong mentorship, leadership, disciplinary skills, and conflict management
- Understanding of basic business principles, including finance, sales, marketing, and human resources
- Proven organizational, leadership and management skills
- Excellent oral and written communication skills

- Strong technical background and practical experience at a highly competitive level
- First aid certification is an asset; Criminal Record check will be mandatory.
- Level III HP1 certification
- Own Vehicle and valid drivers license with a clean drivers abstract

This is a contract position. The GM and Head Coach position could be a combined position for the right candidate.

Please forward on your cover letter and resume, indicating which position(s) you are applying for with wage expectations and the date you are available to start to sicamouseagles.office@gmail.com

Resumes will be accepted till 4:00pm Friday May 3rd, 2024. Interviews will be scheduled for Sunday May 5th, 2024. Only those candidates being considered will be contacted. No phone calls please.