



Position Title: *Alberta Northern Developer*

Term: January – July (8-month Term)

Hours: *Full-Time*

Location: *Edmonton, Alberta*

Reports to: *Regional Director, Executive Director, FHA Executive*

Field Hockey Alberta (FHA) is the Provincial Sports Organization responsible for supporting field hockey in the province. FHA provides opportunities for Albertans to experience the challenges and rewards of the exciting sport of field hockey. FHA is committed to operating with integrity, openness and respect to ensure that our tradition of field hockey excellence is preserved in Alberta and that our sport is open to people of all ages, skill levels and abilities

PURPOSE OF THIS POSITION

The Alberta Northern Developer is responsible for assisting with the operation of Alberta Field Hockey grassroots & regional programming. This position is responsible for increasing membership, providing overall efficient and effective administration as well as being utilized as a valuable communication tool in the delivery of grassroots programming.

AUTHORITY

Within such limits such as may be established by the Regional Director and within the normal operation procedures and policies of the Association, the Northern Developer, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility. Alberta Field Hockey looks forward to hearing from all interested candidates. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

DUTIES & RESPONSIBILITIES

- Arrange for, and submit advertisements, as indicated by Regional Director and Executive Director.
- Plan and execute Try-It-Free events.
- Recruit, organize, and communicate with volunteer managers and coaches.
- Organize and manage the distribution and return of all equipment.
- Request the purchase of uniforms, awards, and equipment for programs.
- Aid in the organization and execution of regional tournaments.
- Create databases of volunteers, coaches, and officials who are available in each region.
- Identify and book facilities in new and developing regions.
- Document growth of regions and plan additional development.
- Help regions to become self-sufficient and sustainable.
- Travel within Northern Alberta will be required

REQUIRED SKILLS

- Good oral and written communication skills.
- Self motivation and high attention to detail.
- Ability to work with remote supervision.
- Access to a vehicle, as travel within the province will be required.
- Good understanding of field hockey basic skills or a willingness to learn field hockey skills.
- Ability to work in a team environment.
- Pass a criminal record check in the Province of Alberta.
- Have a Red Cross CPR certification or the willingness to become certified upon hiring.
- Candidate will need to relocate to Edmonton.

To apply please submit a cover letter and resume by email to Alberta Field Hockey, Burgundy Biletski (burgundy@fieldhockey.ab.ca) by no later than November 15, 2018 @ 4:30pm MST

*** Please submit with subject: APPLICATION, Northern Developer***