



Alberta Field Hockey Association

Edmonton Junior Program Administrator Contract

Position

Edmonton Junior Program Administrator

Responsible To

The FHA Executive Director

Areas of Authority

The EJP Administrator holds a key leadership position in the Edmonton region. The EJP Administrator is responsible to create, implement, direct, measure and modify the Edmonton Junior Program with guidance and approval from the Executive Director. The EJP Administrator is responsible for all volunteers and staff members employed who will execute the programs created and operated in the Edmonton area. The EJP Administrator will work in concert with, and be a member of, the Edmonton Junior Program Committee.

Regular Hours

Full-time hours, 37 – 40 hours a week.

Salary

Based on experience.

Vacation

Three weeks paid vacation time is included. Please note that this time may not be taken during peak season. Vacation approval should be sought from the Executive Director and / or the President.

Overtime Hours

It is the nature of the position that some evening and weekend work is required. In this instance of evening work, time in lieu should be taken the next day or as close to the evening as possible and must be used within 30 days. In the instance of weekend work (e.g. Tournaments, camps, etc.) then hours may be banked (to a maximum of forty). These hours must be approved by the Executive Director and time off in lieu must be used within 30 days.

Termination Policy

In the instance of termination of this agreement/contract either party must give thirty (30) calendar days written notice of termination. Termination is based on the discretion of either party. If FHA

Field Hockey Alberta Office
#1, 2135 Westmount Road NW
Calgary, AB Canada T2N 3N3
(p) 403 670 0014 or 403 617 7190

(f) 403 670 0018
(e) info@fieldhockey.ab.ca
(w) www.fieldhockey.ab.ca



Alberta Field Hockey Association

chooses to terminate the EJP Administrator, FHA's board of directors (the President, VP of Administration & VP of Finance) will make a decision based on the reports and advice from the EJP Committee and the Executive Director.

Educational Requirements

A teaching education is essential for this position. Management and administrative experience are also highly recommended skills for this position. NCCP levels in field hockey are an asset but are not compulsory.

Special Qualifications

1. Computer skills are essential
 - a. Basic Microsoft Office understanding, including:
 - i. Word processing and spreadsheet creation
 - ii. Outlook express/email applications
 - iii. Basic internet research and utilities
 - iv. Database management/creation an asset
 - v. Microsoft Publisher/PowerPoint an asset
 1. Creating brochures, registration forms, presentations, practice manuals, etc
2. Communication
3. Ability to self monitor

Frequency of Supervision

1. Monthly reporting to the ED – Including:
 - a. Program(s) status report
 - b. Budget updates
 - i. Revenue
 - ii. Expenditures
 - iii. Budget/goals, etc
 - c. Weekly communication via email/phone with the FHA Executive Director
 - i. Brief, casual update and communication in order to create an open communication between the head office in Calgary and the EJP

Working Conditions

1. Office based
 - a. Will be required to attend meetings, visit sites of the various programs, facilities, etc. out of the office

Field Hockey Alberta Office
#1, 2135 Westmount Road NW
Calgary, AB Canada T2N 3N3
(p) 403 670 0014 or 403 617 7190

(f) 403 670 0018
(e) info@fieldhockey.ab.ca
(w) www.fieldhockey.ab.ca



Alberta Field Hockey Association

- b. The office will include all communication tools necessary to produce a successful program, including:
 - i. Phone landline
 - ii. Fax machine/line
 - iii. Internet access
 - iv. Personal FHA email address
 - v. Website space for EJP

Summary of Major Responsibilities

1. Edmonton Junior Program creation & sustainability
2. Create a general model that can be utilized in other centres in Alberta
3. Promote and be an ambassador for field hockey in the Edmonton region
4. Provide a communication link between the Edmonton Field Hockey League and FHA
5. Create a league operating in the schools at all age levels, by:
 - a. Encouraging keen parents and teachers to create school teams at various age levels which include practice times at the school and intra-school games, including:
 - i. U8, U10, U12, U14, U16 & U18 for boys and girls
 - b. Promoting participation of these athletes in the local Edmonton Field Hockey league either on their “school” team or as a part of a club
6. Provide opportunities for teachers/phys.ed specialists to learn the sport of field hockey
 - a. Encourage program creation in schools with minimal resources in future years from EJP – the Administrator will provide an initial start up model, equipment and direction giving the school options for coaching clinics (not player/student clinics) in the future
 - i. Coaching clinic = an session for new teachers to the program the opportunity to learn the basics of hockey who therefore can provide instruction at their school

Details of Responsibilities

1. Program Creation & Sustainability
 - a. Brainstorm & research programs that are successful and unsuccessful and relate them to the creation/maintenance of the EJP
 - b. Research the history of the field hockey community in the region and apply knowledge gained to the maintenance/creation of the program
 - c. Consider the impact of several alternative plans to address the changing conditions of the community/schools/membership/FHA
 - d. Gain/foster/maintain vital communication lines between key stakeholders in the Edmonton region
 - i. Edmonton School Councils
 - ii. Principle Council

Field Hockey Alberta Office
#1, 2135 Westmount Road NW
Calgary, AB Canada T2N 3N3
(p) 403 670 0014 or 403 617 7190

(f) 403 670 0018
(e) info@fieldhockey.ab.ca
(w) www.fieldhockey.ab.ca



Alberta Field Hockey Association

- iii. Edmonton Facilities
 - iv. Edmonton Senior High School Sports Association
 1. All Edmonton school sports organizations/associations
 - v. The Alberta Sport, Recreation, Parks & Wildlife Foundation
2. Strategic Planning
- a. Set program goals and outcomes under the direction of the FHA Executive Director
 - b. Set goals for volunteers and EJP staff
 - c. Identify the required resources to achieve the goals of the EJP
 - d. Communicate on a monthly basis with the EJP committee to identify the changing needs and conditions of the community that is served by the Edmonton Junior Program
3. Leadership
- a. Encourage team-building by facilitating open communication and positive working relationships with staff, volunteers, the Executive Director, the EJP Committee and the FHA board members
 - b. Provide staff/volunteers with clear direction and specific goals in order to maximize resources and time
 - c. While administering the program provide leadership to coaches/volunteers/teachers via the resources created by the EJP Administrator and FHA
4. Personnel Management
- a. Interpret board policy decisions to EJP staff / volunteers
 - b. Hire, supervise, evaluate and release EJP staff / volunteers
 - c. Train, motivate, guide and promote EJP staff / volunteers
 - d. Set clear, results-oriented goals with realistic, measurable outcomes
 - e. Assist individuals in developing the necessary skills to be successful within the EJP
 - f. Support and encourage staff initiatives
 - g. Monitor and evaluate performance, on a consistent basis
 - h. Provide the results of the evaluation on a regular basis
 - i. Provide EJP staff with project interim reports as well as a final report based on the program progress, successes, outcomes and goals attained
 - ii. Evaluation on personal performance for staff / volunteers
5. Financial Management
- a. Implement the board's policies for the allocation and distribution of resources available to the EJP
 - i. Administer the funds of the EJP according to budget approved by the FHA board
 - b. Work in combination with the Executive Director on basic bookkeeping for the EJP

Field Hockey Alberta Office
#1, 2135 Westmount Road NW
Calgary, AB Canada T2N 3N3
(p) 403 670 0014 or 403 617 7190

(f) 403 670 0018
(e) info@fieldhockey.ab.ca
(w) www.fieldhockey.ab.ca



Alberta Field Hockey Association

- c. Provide the Executive Director with regular statements of revenues and expenditures for the EJP
6. Advocacy Management
- a. Help promote community awareness of the EJP and FHA’s mission and aims
 - b. Participate in networking and community relations activities on behalf of EJP and FHA
 - i. This will be based on productivity / promotion for the EJP
 - c. Build strong relationships with others, both inside and outside the organization, and enlists their support for accomplishing EJP goals
 - d. Act as an advocate for FHA and the programs the association supports in the community
 - e. Maintain and grew relationships with external key stakeholders
 - f. Identify and research funding opportunities with guidance from the FHA executive director and the FHA Fundraising Committee

Probation Period – There will be a six (6) month probationary period commencing on the start date. Field Hockey Alberta Executive Director and the President will conduct an analysis of the program; at this point contract revisions may be conducted.

Field Hockey Alberta Executive Director
NAME

Date

Edmonton Junior Program Administrator
NAME

Date