



GREATER TORONTO HOCKEY LEAGUE - MEMBERSHIP SERVICES

About the Greater Toronto Hockey League

Founded in 1911, the GTHL is a non-profit organization and the largest minor hockey league in the world. The GTHL registers more than 40,000 annual participants in Markham, Mississauga, Toronto and Vaughan. The purpose of the GTHL is to govern organized hockey for youth within its jurisdiction, and to foster the development of good character, citizenship and sportsmanship.

Position Title: Coordinator, Events and League Operations

Position Type:	Full-Time
Starting Date:	To be determined
Application Deadline:	August 11, 2021

Position Description

The Greater Toronto Hockey League is accepting applications for the Coordinator, Events and League Operations. As a key member of the staff reporting to the Manager of Membership Services, the Coordinator Events and League Operations is the events lead for the GTHL as well as a member of Hockey Operations as it relates to penalty tracking and record keeping. The chosen candidate will be responsible for events within the League and its departments. This person will lead event planning and execution with the marketing and communications coordinators.

Duties & Responsibilities:

Events

- Lead the planning and execution of GTHL Special Events, including but not limited to: Puck Drop Weekend, U12/13 Tom Wilson Classic, Scotiabank GTHL Top Prospects Game, U18 All Star Festival, OHL Cup, PlayStation Platinum Cup, Pro Hockey Life King Clancy Cup, GTHL Awards Gala, GTHL Annual General Meeting, and GTHL Legacy Classic Golf Tournament.
- Coordinating the events team, volunteers, and office staff in event execution
- Develop new events and campaigns to increase the profile of the League and its partners, including alumni engagement, player recognition, GTHL Transition game initiatives, and highlighting GTHL diversity.
- Develop and maintain budgets for events as well as increase the financial profile of each event
- Assist in the development and execution of GTHL special projects
- Develop partnerships with post-secondary programs and recruit interns for events and other league operations
- Assist Coordinator of Marketing and Sponsorships to service all GTHL corporate partnerships by ensuring the proper delivery and execution of sponsor benefits and programs through events
- Work closely with General Manager and direct manager, as well as several committees, on long term strategic planning as it relates to events and hockey operations
- Maintain important business relationships with external agencies, media, and consultants.



Hockey Operations

- Compiling records for penalties and major incidents to be reviewed under the GTHL's established disciplinary process
- Act as a lead of player discipline records
- Engage in a video review of serious penalties when required
- Monitor Club Affiliations
- Assisting with Player Registration processes when required
- Other duties as required

Education and Experience:

- Diploma or Degree in diploma or degree in Sport Administration and/or Event Management and/or related discipline.
- 1-3 years of event management and/or administrative in an association environment.
- Experience within a sports organization or non-profit with hockey knowledge being an asset

Knowledge, Skills and Abilities:

- Strong working knowledge of all Microsoft Office applications and other computer applications
- Strong planning skills and use of work-backs, run of show plans, and other planning apps and platforms
- Strong organizational/time management skills and ability to handle deadlines and problem solve in time sensitive situations
- Ability to work independently and in a team environment when required to balance hands-on execution with organizing and monitoring other projects
- Strong interpersonal and communication skills and ability to interact and maintain relationships with staff, stakeholders, volunteers and executives.
- Ability to assist in the set-up of events, lift equipment, and be inside a hockey rink for extended periods of time
- Ability to work evenings and weekends as necessary
- Knowledge of key trends in events and event management

Resume and inquiries can be emailed to:

Manager, Membership Services Brian Kyla-Lassila bkyla@gthlcanada.com

We wish to thank all individuals for their interest. Only those candidates receiving an interview will be contacted.

The Greater Toronto Hockey League is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](#).