



COORDINATOR, DEVELOPMENT AND COMMUNITY OUTREACH

- **Annual salary:** CAD \$45,000–\$52,000
- **Start date:** As soon as practicable following selection, by mutual agreement
- **Application deadline:** October 13, 2026
- **Vacancy status:** This posting is for a temporary, full-time position providing maternity leave coverage for an anticipated period of 12 months
- **Location:** 57 Carl Hall Rd, North York, ON.

ABOUT THE GTHL

The Greater Toronto Hockey League (GTHL) is a non-profit organization registering more than 40,000 participants annually from Markham, Mississauga, Toronto and Vaughan. The GTHL governs minor hockey in the Greater Toronto Area, serving players, coaches, officials and Member organizations through rules and regulations, officiating, development, events and outreach. The GTHL operates within the Ontario Hockey Federation and Hockey Canada structure.

ABOUT THE POSITION

Under the direction of the General Manager and reporting to the Manager, Development and Community Outreach, the Coordinator provides administrative support for development programs and other operations activities. This temporary employee position provides maternity leave coverage. The start date and employment term will be set out in the written employment agreement.

RESPONSIBILITIES

Coaching and player development

- Provide resource support to the General Manager and coordinate communications with the Board, development personnel, and membership.
- Coordinate program development logistics, arrangements, and communications.
- Build working relationships and liaise with Hockey Canada, the OHF, and OHF Member partners; represent the GTHL at relevant committee meetings and events as required.
- Administer National Coaching Certification Program coaching programs, including Development 1, Coach 1, Coach 2, and Instructional Stream, as well as Player Development, HCSP Trainer Programs and Shift Forward.
- Provide development opportunities for GTHL coaches and organize Pathway Skates, Body Checking Sessions, and Player Development Days.

Officiating development

- Administer Referee Summer Camp, Timekeeper Clinics, and Referee Upgrade and Re-certification Clinics, including program logistics and communications.
- Liaise with Hockey Canada, the OHF, and OHF Member partners on officiating programs and represent the GTHL at relevant meetings and events as required.
- Attend meetings and work with the Officiating Development Committee to grow programs at the competitive and grassroots levels.
- Maintain accurate participant records.

EDUCATION AND EXPERIENCE

- Diploma or degree in Sport Management, Business Management, Recreation and Leisure Services, or a related field, or an equivalent combination of relevant education, training and experience.
- Relevant experience in sport management, business management, recreation or leisure services, typically gained over one to three years.
- Applicants with comparable transferable experience are welcome.
- Experience in a sports or non-profit organization and hockey knowledge are assets.

KNOWLEDGE AND SKILLS

- Working knowledge of Microsoft Office and relevant computer applications; familiarity with social media and digital marketing.
- Strong planning and event coordination skills, including work-back schedules, run-of-show plans and planning tools; awareness of event management trends.
- Strong organization, time management, problem-solving, communication and presentation skills, with attention to detail.
- Ability to work independently and collaboratively, balance program delivery with project coordination, and maintain effective relationships with staff, stakeholders, volunteers and executives.
- Ability to develop creative and engaging event and digital ideas that support GTHL goals.

WORKING CONDITIONS

This is an in-person position with regular working hours of Monday to Friday, 9:00 a.m. to 5:00 p.m. Some evening and weekend work is required to support programs and events, including extended periods at hockey rinks. Event duties include coordinating and assisting with setup and moving equipment, with accommodation available for essential duties. Work schedules, rest periods, and overtime entitlements will comply with applicable employment standards.

Group benefits coverage begins after three months of employment, subject to the eligibility requirements and terms of the GTHL's benefits plan.

HOW TO APPLY

Email your résumé and any inquiries to HR@gthlcanada.com by October 13, 2026. Only applicants selected for an interview will be contacted to arrange an interview.

The GTHL welcomes applications from qualified candidates of all backgrounds. Accommodation is available throughout recruitment, assessment and selection under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

To request accommodation or an accessible format, contact the GTHL using the email above. We will work with you to meet your accommodation needs.