



PACIFIC COAST AMATEUR HOCKEY ASSOCIATION

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SERVING AMATEUR HOCKEY IN THE LOWER MAINLAND SINCE 1941

PCAHA CULTURE AND EXPERIENCE LEAD

Pacific Coast Amateur Hockey Association (PCAHA) is seeking applicants for the new position of Culture and Experience Lead.

PCAHA is the administrative body for Minor Hockey in the Lower Mainland, ensuring that the sport is well-organized and accessible. PCAHA provides structure, support, and guidance to all the Minor Hockey Associations and leagues under its jurisdiction. PCAHA's efforts ensure that young players receive quality coaching, fair play, and a safe environment to enjoy the game. Its commitment to excellence and sportsmanship helps maintain the high standards of hockey in the region, contributing to the sport's continued popularity and success.

Position:

The Culture and Experience Lead is a part-time remote position starting by October 1, 2026. The successful candidate will report to the PCAHA Officers and is responsible for managing the Association's annual scholarship tournaments, showcase events and awards Ceremony, including but not limited to the planning, coordinating, and execution of these events. This person will support the Association's mission by ensuring scholarship processes are fair, organized, and transparent, while also strengthening member engagement through well-run events and volunteer collaboration. This role will also work with our member associations to identify more opportunities to create events to promote sanctioned minor hockey.

This position is ideal for a highly organized, community-minded individual who enjoys working with volunteers, youth sports, sponsors, and minor hockey members.

The Culture and Experience Lead will work in conjunction with the Executive Team as well as the Director of Hockey Operations.

Key Responsibilities:

Scholarship Program Coordination

- Responsible for modernizing and coordinating the application intake process, ensuring submissions are processed efficiently, accurately and in accordance with all eligibility requirements.
- Manage the annual scholarship tournaments including communication, ice requests and modernizing the process.
- Maintain and make recommendations for any updates to scholarship policies, criteria, timelines, and application forms.
- Communicate with Association members regarding deadlines and requirements; provide information to social media provider.
- Ensure confidentiality and fairness in the evaluation process.
- Coordinate award announcements, communications, and presentation opportunities (guest speakers, events, social media, etc.).
- Document and actively maintain documentation outlining procedures, including vendors and timelines for implementation

Special Events Planning & Execution

- Work in conjunction with the Director of Hockey Operations with planning and delivery of key PCAHA events such as:
 - Showcase Events;
 - Awards Night for Volunteers;
 - PCAHA Scholarship awards ceremony
 - Other events as identified by our membership
- Develop event plans including budgets, timelines, task lists, and volunteer assignments.
- Coordinate venues, vendors, catering, rentals, and event logistics.
- Recruit and coordinate volunteers to support event operations.
- Ensure event communications are distributed clearly to all Associations.
- Day of execution including setup, registration, scheduling, troubleshooting, and teardown as required
- Ensuring media capture at all events that be shared with marketing team

Administration & Communication

- Maintain accurate records, tracking spreadsheets, and event documentation.
- Prepare notes, status updates, and post-event reports for Officer review.
- Assist in the creation of any promotional materials, registration forms, and digital communication.
- Coordinate with other staff and volunteers as required

Qualifications & Skills

- Strong organizational skills and ability to manage multiple deadlines.
- Experience planning events, coordinating volunteers, or managing programs (sport, community, or non-profit experience is an asset).
- Excellent written and verbal communication skills.
- Comfortable working with volunteers and Minor Hockey Associations.
- Strong attention to detail and ability to handle confidential information appropriately.
- Proficiency with common office tools such as Microsoft Office or Google Workspace.
- Ability to have a flexible work schedule.

Preferred Experience

- Experience working in minor hockey
- Experience working with volunteer boards or committees.
- Knowledge of safe sport principles.

Key Attributes

- Professional, dependable, and community-minded.
- Positive attitude and strong customer service mindset.
- Strong initiative and ability to work independently.
- Flexible and strong problem solving abilities during busy event periods.
- Respectful and effective when working with volunteers and board members.

Working Conditions

- Part-time hours with increased workload during key periods (scholarship deadlines and major events).

Subject - PCAHA Culture and Experience Lead (cont.):

- Some evening/weekend work required.
- Attendance at events and Association functions is expected.
- Must be able to lift and move light event materials (tables items, signage, supplies, etc.).

Compensation

- \$30,000 to \$40,000 per year depending on experience
- Position term: 1 year term with ability to renew annually
- Contract position

Additional Requirements

- Criminal Record Check / Vulnerable Sector Check (required).
- Must comply with Association policies, Hockey Canada/BC Hockey requirements, and Safe Sport expectations.
- Must execute and comply with Association Confidentiality Agreement