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Coordinator of Residential Life

Title of Position: Coordinator of Residential Life

Term: Part Time Permanent Employee

Start Date: July 27, 2026

Salary: $2,000 per month

Hours: Variable based on workload, up to maximum of 20 hours per week during billet recruiting season

Announcement Date: June 24, 2026

Closing Date: July 10, 2026

Okanagan Hockey Academy (OHA) is seeking a qualified candidate, who enjoys working with youth, to oversee and execute the billeting program. The successful candidate must be able to create an atmosphere that is conducive to education, athletics and the general well-being of student athletes, to ensure they have an opportunity to mature intellectually, socially and emotionally while living in a billet environment. The candidate must have local connections and a knowledge of Penticton and surrounding area.

Our Mission

To create an environment that gives every student athlete the best possible opportunity to achieve and surpass individual potential through structure, support, knowledge and experience.

OHA Background

The Okanagan Hockey Academy is a division of Okanagan Hockey Group Inc., which is the longest and oldest running hockey school in the world. We have provided professional hockey instruction since 1963 and are located in Penticton, British Columbia. We have a state-of-the-art facility to provide a unique development opportunity for each of our student athletes. The Okanagan Hockey Academy is a prep school environment which consists of 7 teams that include both male and female programs. These programs include teams at the U18 Prep, U17 Prep, U17, U15 Prep, U15, and U18 Female Prep. For more information on Okanagan Hockey Academy, please visit our website at www.okanaganhockey.com

Summary of Responsibilities

Reports directly to the General Manager; however, has close working relationships with Head Coaches and the Management team. The Coordinator of Residential Life is responsible for the overall living experience of the student athlete and for creating a safe and positive environment for the student athlete to learn and grow in. These responsibilities include but are not limited to:

- Recruiting, screening and onboarding appropriate families in the community and strategically placing student athletes in their homes
- In collaboration with student athletes, parents, billet families and staff, the Coordinator of Residential Life will ensure the ongoing well-being of student athletes in their billet home
- Responsible for the approval of payments to the billet families
- Arranging temporary placements when necessary

- In collaboration with OHA staff, assist student athletes who may be experiencing mental health concerns including homesickness
- This position requires flexibility to be on call days/evenings/weekends to provide student athletes, billet families, parents and OHA staff with advice and support including but not limited to guidance and advice, emergency home visits, student athlete moves, or attendance at clinics/hospitals

Qualifications & Requirements:

- Post-Secondary Education in Child and Youth Care/Human Services/Social Work/Psychology
- Previous experience as a Billet Coordinator an asset
- 2 to 3 years' experience working with youth
- Able to interact effectively with youth, parents, billet families and OHG staff
- Innovative problem-solving and conflict resolution skills
- Motivation to achieve continuous improvement
- Able to communicate effectively both orally and in writing to billet families, parents, staff and others
- Strong computer, administrative, organizational and time management skills
- Business insurance on a vehicle and a current driver's abstract required at time of employment
- Criminal Record and Vulnerable Sector Checks Required

Application Process

Qualified applicants are invited to submit their cover letter and resume to Heather Perrin, General Manager via email at heatherperrin@okanaganhockey.com.

We thank all applicants for their interest; however, only the candidates selected for an interview will be contacted.