**JOB LISTING: Marquette Junior Hockey Director of Hockey Operations**

Marquette Junior Hockey is looking for a Full Time Director of Hockey Operations. Please see below for job description and details. Applications due by March 15,2021. Preferred Position start date June 1, 2021. Cover Letter and Resume can be sent to Kevin Moyer at kamoyer@charter.net Any questions please contact Kevin Moyer at 906 869 9451.

**JOB DETAILS**

Full Time $40,000-$50,000 Base Salary Negotiated Depending on Qualifications.

Additional Earning Opportunities Available thru New Tournaments, Clinics, Leagues, and New Sponsorships Obtained.

**BENEFITS**

Health Insurance Negotiable within Salary

**QUALIFICATIONS**

At Least One if not All of the Following: Hockey Coaching/Player Background, Rink Management Experience, Office Management Experience (QuickBooks), Sales Experience, Strong Preference toward USA Hockey ADM.

**POSITION SUMMARY**

The Director of Hockey Operations (DoHO) will work closely with the Board of Directors, Coaches and Officials to develop and execute our hockey programs and player development strategy to provide the best hockey experience for players and their families. The DoHO will have the responsibility for the day-to-day operations of the Association. This person will work under the supervision of the MJH Personnel Committee, taking direction on general operational matters from the MJH President and on financial matters from the MJH Treasurer.

As an appointed position by the MJH Board of Directors, you are a representative to the general hockey public, working in the best interest of the entire youth organization on behalf of the association’s board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

**FULL JOB DESCRIPTION**

An employee in this position may be called upon to do any or all the following:

* Handles administrative needs of the MJH office to include but not limited to checking and responding to daily email, answering phone inquiries, light office duties such as writing correspondence, membership updates, filing and copying, maintaining office supply levels.
* Liaison to the Board of Directors. Attends board work sessions as requested and all monthly board meetings. A written Director’s report will be submitted with the agenda for all board meetings.
* Secures competitive bids (RFP) for all major purchases and third-party services such as player/team photos, t-shirts, yearbooks, jerseys, equipment, and any major purchases.
* Responsible for all public relations.
* Manages all social media accounts.
* Maintains the MJH Calendar.
* Responsible for all MJH programming in addition to the normal practice and game schedules such as the goalie clinic, Friday night drop-in hockey and added instructional activities.
* MJH Equipment – Manage and inventory equipment needs. Prepare and respond to RFP’s when required. Responsible for obtaining equipment quotes, ordering, tracking shipments and payment.
* Complete such work reports as are necessary to document the work accomplished and the resources and methods used.
* Responsible for all membership communication including emails and surveys.
* Serves as the association registrar and as such sets up the annual member (player/coach/official/volunteer) registration.
* Coordinates all Division Directors and Coaches.
* Administers/Oversees travel tryouts.
* Administers/Oversees house league evaluations and draft.
* Review all practice and game schedules and all ice usage reports (used for budgeting).
* Assigns Locker Rooms for practices and games for all levels of play.
* Serves as the Tournament Director for all hosted tournaments. It is expected that the Tournament Director be present for all tournament games. Scheduler may be called upon assist with coverage.
* T-Shirts – Obtain quotes from vendors for shirts for all members and coaches. Tally sizes from Sports Engine and order. Distribute all shirts.
* Create an evaluation for coaches at the end of the season on Survey Monkey to be filled out by the membership. May also be called upon to create other surveys in Survey Monkey to obtain information from the membership on the general operation of the association.
* Develop and manage the association’s ice budget.
* Responsible for maintaining association finances in QuickBooks and tracking all accounts payable and receivable.
* Creates bi-weekly payroll and electronically submits payroll for ACH payment to the financial institution.
* Compiles and submits information and payment for monthly and year-end reporting to the State Treasury and Internal Revenue Service, including contractor 1099’s.
* Review and approve invoices for the use of ice and officials.
* Provide monthly reports to board regarding ice utilization.
* Maintain yearly goal and use reports.
* Event Planning – Fundraisers and year-end banquet, prepare and distribute communications to the membership, secure venue, menu, trophies, etc. Keep board informed prior to finalizing any agreements.
* Oversees the writing, administration, and procurement of all grants including community youth funds.
* Oversees team sponsorships. Solicits new and possibly larger sponsorships and donors. Works with sponsorship chairperson to set meetings to visit and thank each sponsor and make sure each sponsor gets a team picture and yearbook. Works with each coach to ensure each player/team goes to their sponsor (preferably as a team) to say thank you.
* Oversees all association and team fundraising efforts.
* Works to sell advertising for the Mite boards.
* Hockey Cards – May/June review contributors to the previous year’s card and contact them to see if they would like to sponsor again for the coming year. Note any requested changes. Obtain new sponsors for vacant spots. By Mid-July, have the information to the printer so that card can be printed and ready when registration opens for pre-season teams.
* Oversees the concession stand including the management of volunteers, regular cleaning and ordering/management of all product sold at the concession stand.
* Concessions Sign-up – Facilitate building of the sign-up schedule in DIBS. Manage/Produce reports identifying families who have and have not fulfilled required shifts. Assess fines as needed. Solicit workers from the staffing pool to fill open shifts created by families opting out of concession stand duty.
* Management of concessions funds – Manage the concession account, enter deposits, write, and mail checks to vendors. Produce monthly report for board meetings. Empty concession cash bag and reset for next day – alternating bags.
* Concession Stand Inventory – Perform weekly inventory of the concession stand and place orders with vendors (Pepsi, Reinhart, NMU, Vangos, Sam’s, Amazon).
* Concession Management – Act as a resource for volunteers working the concession stand. Assist in opening and setting up the concession stand at the beginning of the year and takedown and storage of all supplies at the end of the year. Maintain binders and supplies.
* Fundraising Events – Assist in planning, hosting, and advertising fundraisers (i.e. Potulny Pizza Party, Vangos Pizza Buffet).

**NON-ESSENTIAL DUTIES**

* Perform other related functions as assigned.

**MATERIALS AND EQUIPMENT USED**

* Computer, database, copier, printers.
* Microsoft Office Products
* MaxGalaxy Software
* SportsEngine Software
* QuickBooks Software

**PHYSICAL DEMANDS**

* Physical strength and dexterity to perform strenuous work duties involving lifting and carrying moderately heavy objects.
* Lifting 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Lifting objects overhead weighing up to 25 pounds repeatedly or frequently.
* Frequent standing, walking, sitting, and driving.
* Frequently reaching and climbing, with occasional bending, twisting, squatting, and grappling.
* Ability to communicate orally in a clear manner.
* Ability to withstand temperature changes in the work environment.
* Ability to read, write, and identify colors

**TIME REQUIREMENTS**

* The average in-season (10/1 – 3/15) work week is expected to be 50+ hours and out of season (3/16 – 9/30) work week is expected to be 20+ hours. The work week may substantially increase during hosted tournaments. Hours will vary when in and out of season. In Season possibly 1:00 pm to 9:00pm with weekend hours based on necessity and out of season hours flexible based on preference with an average of 25 hours per week.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.