



## **Hockey Operations Manager - Job Description**

The Hockey Operations Manager oversees and manages all on ice operations for programs of THA from U10 through U18 and Rec League. This is a compensated position.

### **Primary Responsibilities**

- Manages and communicate strategy for the THA Hockey Program.
- Manages and communicates annual goals for THA Hockey Program.
- Communicates with THA Board of Directors and stakeholder status of THA Hockey Program.
- Oversees and manages all head and assistance coaches on behalf of THA.
- Serves on the Coaching Selection Committee.
- Serves on the Tryout Committee.
- Provides input and guidance as to team levels of play for CHL, tournaments, etc.
- Manages coaching development for the THA.
- Manages Player Development Coordinator
- Manages Skills Coordinator
- Manages Referee Coordinator
- Ensure that THA is promoting age-appropriate skill development at all levels within the program.
- Works in conjunction with Facilities Coordinator on Scheduling of ice times for each age level.
- Manages coaching development for the Developmental Hockey Program.
- Oversees Player Development Staff in player development for the Developmental Hockey Program.
- Manages the officiating process for the Hockey Program.
- Serves on the Program Structure Committee

### **Reporting Responsibilities**

- The Operations Manager – Travel Programs reports directly to the THA Executive Director.

### **Direct Reports**

- Hockey Development Coordinator
- Skills Coordinator
- All Team Head Coaches (Black and White)
- Referee Coordinator
- Rec League Coordinator

**The *ideal* candidate will possess the following credentials:**

- ✓ 3-5 years coaching experience;
- ✓ Prior record of organizational responsibility (i.e. youth sports organization or business experience);
- ✓ Established, well-respected presence and contacts within the Triad area hockey community.

**At a minimum, the candidate must exhibit the following qualities:**

- ✓ Experienced hockey individual;
- ✓ Youth hockey head coaching experience (MUST have USAH CEP level 1 or higher or equivalent coaching license or certificate);
- ✓ Demonstrated commitment to sport;
- ✓ Strong organizational skills;
- ✓ Strong communication skills (written and verbal);
- ✓ Efficient planner with follow-through;
- ✓ Patience to achieve long term goals.

**Term:**

- Hockey Calendar Year (April 1 – March 31)

**Time Commitment:**

- Approx. 20 hours per month, 12 months per year on average.