

JOB DESCRIPTION**JOB TITLE:** **Adult Hockey Administrator****Job Location:** *AdventHealth Center Ice***Reports to:** **AHCI Hockey Director****Function Area:** **HOCKEY OPERATIONS****Type:** **Full Time Hourly Wage**

The Administrator of Adult Hockey is a full-time position that will report directly to the Adult Hockey Coordinator and will assist in overseeing all aspects of a 100+ team hockey program.

Responsible for assisting with the coordination of all adult hockey leagues, game scheduling, customer relations, budget management, talent evaluation. Partner with CFIHOA for coordination of Referees for all programs.

- Excellent verbal and written communication skills, including ability to effectively communicate with AHCI team members and external customers
- Excellent computer proficiency (MS Office – Word, Excel, and Outlook)
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service
- Strong project coordination ability, excellent organizational & communication skills
- Demonstrated knowledge of USA Hockey rules and experience enforcing adopted policies.
- Ability to develop and implement innovative approaches and solutions.
- Ability to handle multiple tasks at one time.

DUTIES AND RESPONSIBILITIES

- Assists in coordinating adult hockey programming for AdventHealth Center Ice including but not limited to developing, planning, organizing and promoting adult hockey leagues, clinics and tournaments.
- Assists in the recruitment of captains and teams for the adult hockey programs at AHCI.
- Maintains active communication of all issues and opportunities with other Program Management.
- May assist in creating game schedules for all adult divisions and prepare information that is distributed to captains, players, sponsors, staff and officials regarding program policies and operations.
- Helps oversee and discipline on-ice incidents during games or tournaments.
- Helps with evaluation of players for proper placement in divisions within leagues and programs.
- Monitor Score Keeper scheduling and attendance
- Assist with future products such as adult daytime leagues, camps, and clinics.
- Develops a relationship within the adult hockey community to help drive AHCI Hockey program
- Makes recommendations to Coordinator based on evaluations of program and services
- Assists others within the AdventHealth Center Ice organization to promote the facility
- Maintain a positive working relationship with partner associations
- Provide administrative support to the Hockey Department
- Provide on-ice support for AHCI hockey programs when required
- Assist others within the AHCI organization to positively promote the facility
- Perform other reasonable tasks or duties as required by the AHCI Hockey Director and/or Management

REQUIRED KNOWLEDGE AND ESSENTIAL SKILLS

- Excellent decision-making skills with the ability to clearly articulate reasoning to all concerned parties.
- Ability to initiate and complete projects independently and with specific deadlines.
- Strong technological background with ability to maximize sport administration software.

MINIMUM QUALIFICATIONS

- Extensive knowledge of the sport of ice hockey is mandatory.
- Successful completion of post – secondary education
- A minimum of two (2) years of sports management or relevant experience at the intercollegiate or professional level along with demonstrated successful program leadership experience.
- Demonstrated effective organizational skills and strong attention to detail.
- Demonstrated strong written and oral communication skills and the ability to analyze and interpret policy guidelines.
- Availability to work evenings (3pm-12am).

PHYSICAL REQUIREMENTS

- Must be able to lift items weighing 50+ lbs.
- Must be able to be on your feet for several hours.

REQUIRED TRAINING

- Facility and Safety Orientation & SafeSport Certified. CPR, AED and First Aid Trained.
- ActiveNetwork training
- Kreezee, Horizon WebRef, Active Network.

RENUMERATION

- Paid bi-weekly in accordance with normal AHCI payroll procedure
- 180-day review to assess performance and opportunity
- Annual performance evaluation
- A company computer may be provided. Company Device Policy, detailed in the Employee Handbook, must be adhered to.