

JOB DESCRIPTION**JOB TITLE: Adult Hockey Director**

Job Location: *AdventHealth Center Ice*
Reports to: **VP OF BUSINESS AFFAIRS**
Function Area: **ADULT HOCKEY**
Type: **Full Time Salary/Exempt**

The Director of Adult Hockey is a full-time position that will report directly to the VP of Business Affairs and oversee all aspects of a 90+ team hockey program.

Responsible for the coordination and development of all adult hockey programs and leagues, game scheduling, customer relations, budget management, and talent evaluation.

The most qualified applicants will bring the following:

- Demonstrated ability to ensure a quality customer experience through the cultivation of strong personal relationships.
- Excellent conflict-resolution skills to compliment effective communication.
- Demonstrated knowledge of USA Hockey rules and experience enforcing adopted policies.
- Experience as a USA Hockey official preferred.
- Ability to develop and implement innovative approaches and solutions.
- Ability to handle multiple tasks at one time.

DUTIES AND RESPONSIBILITIES

- Coordinates adult hockey programming for AdventHealth Center Ice including but not limited to developing, planning, organizing and promoting adult hockey leagues, clinics and tournaments.
- Manages the recruitment of captains and teams and coordinates adult hockey programs at AHCI.
- Maintains active communication of all issues and opportunities with other Program Management and Executive Management.
- Creates game schedules for all adult divisions and prepares 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.
- Manages evaluation of players for proper placement in divisions within leagues and programs.
- Helps to hire, guide and develop Adult Hockey Department staff.
- Develops programming for internal Officials' seminars, adult camps and clinics.
- Leads the advisory board for adult leagues and to maintain close communications with adult customer base to ensure that needs are being met and opportunities and issues are quickly uncovered.
- Assists in the organization of clinics and camps with outside organizations.
- Maintains a strong relationship within the adult hockey community to help drive traffic to Open Hockey and Drop-in Hockey.
- Oversees adult hockey classes and learn to play program.
- Evaluates programs and services and makes recommendations based on findings.
- Assists others within the AdventHealth Center Ice organization to promote the facility.
- Acts as "the face" of AHCI's Adult Programs in a professional and friendly manner.
- Coordinates with USAH, SAHOF, or other related governing bodies for any issues or development opportunities.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ESSENTIAL SKILLS

- Excellent decision-making skills with the ability to clearly articulate reasoning to all concerned parties.
- Ability to develop and execute large-scale budgets.
- Ability to initiate and complete projects independently and with specific deadlines.
- Successful experience in the hiring and supervision of staff.
- Strong technological background with ability to maximize sport administration software.

MINIMUM QUALIFICATIONS

- Extensive knowledge of the sport of ice hockey is mandatory.
- 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 (3-11pm) and weekends.

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.
- Website content management.
- Kreezee training.
- Horizon WebRef training.