Job Title: Hockey Programs Manager

Purpose:
The primary responsibility of the Hockey Programs Manager will be to grow the participation of youth participating in learn to play, recreational, and competitive hockey programs with a continued focus on sustaining the adult hockey programs at the Utah Olympic Oval. The ideal candidate will be an energetic, conscientious, highly motivated individual with a detailed understanding of the game of hockey and a strong drive to grow the sport.

Major Tasks and Responsibilities
Develop hockey programs to address all levels of hockey from recreational to high performance players by providing a smooth transition from the Learn to Skate programs into the hockey programs

- Create, develop, organize, and promote hockey leagues for all ages
- Develop, implement and manage the Learn to Play Hockey course, building the grass roots support for both boys and girls hockey
- Manage and/or direct all competition planning, implementation, and execution of Hockey tournaments, leagues, camps and clinics organized by the Oval or by any outside group that is renting the Oval
- Recruit, train and mentor coaches at all playing levels
- Enforce a standard league coaching set of rules, regulations, and philosophies
- Work with managers and coaches to get teams organized and parents all participating.
- Ensure all hockey staff and coaches have necessary certifications (USA Hockey, Great Coach, Safe Sport, etc.) and opportunities to improve
- Schedule facilities surfaces
- Handle and resolve conflicts within teams
- Attend Utah Hockey Association Meetings (UAHA – H.S. Hockey – GSLHA)
- Assist in the selection of equipment to be offered in the Oval Gifts and Gear pro shop
- Attend community events to assist in the promotion of the hockey programs
- Coordinate hockey portion of school out-reach programs (Jump/Skate/Slide)
- Coordinate with other departments on the scheduling and implementation of hockey programs
- Contribute to the overall development of the Oval programming plan by attending any required meetings
- Manage and maintain an equipment inventory to meet the needs of the programs
- Coordinate with organizing committee for assistance with all major facility events
- Work with referee association
- Assist in any additional areas as requested

Required Knowledge and Essential Skills

- USA Hockey certified coach Level 3 or equivalent.
- Possess a detailed understanding of the sport and its developmental programs
- Strong ability to communicate effectively with a wide range of user groups
- Possess strong customer service skills and be able to solve people issues in a diplomatic and fair manner.
- Has an extensive network in the local, regional and national hockey community.
- Proven organizational, planning, and management skills and is resourceful and a problem solver.
- Highly motivated with very good leadership skills, respectful communication, multi-task oriented, self motivated and self directed
- Excellent oral and written communication skills
- Ability to integrate into overall team concept, team player naturally supportive of colleagues
- Computer experience and skills required (Word, Excel, Power Point, Outlook, Internet)
- Knowledge of Centaman Scheduling Software a plus
- Skate Sharpening & Repair
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Minimum Qualifications
- A valid Driver's License
- Minimum 18 years of age
- Flexible work schedule

Environmental Job Requirements

Physical Requirements
- Frequently lift and or move up to 30 pounds
- May be asked to work late and weekend hours
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Education / Experience
- High School Diploma or equivalent

Required In-House Training
- UOLF Orientation
- Safe Sport Training
- Sexual Harassment
- Drug & Alcohol
- Other training as required

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.