



Minnesota Hockey

DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS

POSITION: New Hockey Programs Manager

STATUS: Full Time – FLSA Exempt Position
REPORTS TO: Minnesota Hockey Executive Director and Steering Committee
PREPARED BY: Tom Slaird
DATE: June 2015

SUMMARY:

The New Hockey Program Manager will further the objective of Minnesota Hockey to enhance and strengthen in-season, community-based, volunteer-driven hockey by establishing new program offerings in-season and off-season. These programs will support local associations in fulfilling their mission and will be valued by individual members. It is expected these programs will be self-funded by fees appropriate to cover costs and ensure long-term viability.

ESSENTIAL RESPONSIBILITIES:

1. Develop and execute in-season programs and events that support Minnesota Hockey and its affiliates' existing programs and leagues. This may include major tournaments run during holiday periods, goalie clinics, checking clinics, specialty skill development clinics, Affiliate skill development consulting, etc.
2. Develop and execute off- season programs from Mites through High School in a collaborative way with Districts and Affiliates that follow the Minnesota Development Model. This may include leagues, tournaments, and/or skill development.
3. Lead initiatives to collaborate with and support District and Affiliate Hockey Directors to provide effective player development through existing and new programs, leagues, and events to advance the implementation of the Minnesota Development Model.
4. Develop and execute options for spring hockey. This may include a variety of events, including tournaments, leagues, clinics, etc. Additionally, this may include revisions to the length of the season or how end-of-season and post-season play is executed.
5. Develop, execute, and grow recreational programs throughout the state. This will be done with collaboration with existing programs with the intent to offer recreational programs that allow many players to experience the great game of hockey without the commitment required for more competitive hockey.
6. Attend Minnesota Hockey Board and appropriate committee meetings.
7. Other duties as assigned by the Executive Director

QUALIFICATIONS:

Required -

- Bachelor's degree.
- Significant interest in and understanding of the sport of hockey.
- Previous experience in administration and event management.
- Strong written and oral communication skills.
- Leadership experience and a proven ability to develop and maintain strong working relationships with varied and diverse groups and individuals in order to accomplish objectives.
- Appropriate technology skills – computer software, social media, mobile communications.

Desired –

- High school or above coaching experience.
- CEP Level 3 certification with the intent to move to Level 5.
- Post high school hockey playing experience.
- Proven business acumen to manage a profit center.
- Previous work experience of at least three (3) years in a related field or industry.