The City of Pelham is currently accepting applications for a full time position of Director of Hockey.

**Summary:** Oversees all Hockey related activities for two NHL regulation size facilities, including a professional hockey team, two college teams, youth and adult hockey programs, by performing the following duties:

**Representative Duties and Responsibilities:** The list is not intended to be all-inclusive nor exclusive but is intended to provide examples of typical duties performed. A complete job description is available upon request.

- Assists with development budget and manages budget and revenue for the hockey program.
- Promotes programs offered by the Civic Complex and Ice Arena to local schools, groups, and families.
- Schedules and monitors hockey programs and enforces facility rules.
- Orders uniforms, equipment, and supplies for hockey programs.
- Advises travel hockey board on program development.
- Collaborates with USA Hockey on regional and national events.
- Assists with developing schedules for hockey programs to include, professional, collegiate, and in-house travel programs.
- Assists with marketing and advertising for hockey programs.
- Attends SPHL Home games to ensure game night operations run smoothly, trouble shooting and problem solving as needed.
- Prepares SPHL game night financial reconciliation.
- Assists with all hockey related contract negotiations.
- Maintains Social Media accounts for Pelham Hockey.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**
Bachelor's degree (B. A.) from four-year College or university; and professional hockey playing experience and pro/college/youth hockey coaching training experience is required; or equivalent combination of education and experience. Experience with marketing and advertising is preferred.

**Certificates and Licenses:**
NARCE Certification within 6 months of hire, USA Hockey Level 4 Coaching Education Program Certification, North American Rink Certification. Concussion Training and SafeSport Certification are preferred.

The salary range for this position is $64,944.37 to $84,737.67.

Applications are available on the city’s website and can be downloaded. A completed application is required and emailed to HR@pelhamalabama.gov or mailed to City of Pelham, Human Resources, at Post Office Box 1419, Pelham, Alabama 35124. The final date to submit applications is **Tuesday, June 9, 2020 at 5:00PM.**

We do not discriminate on the basis of race, sex (including pregnancy), color, age, national origin, disability or any other protected status. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal opportunity employer.