

**Title:** Program Coordinator (Full-Time / Part-Time)

**Company:** The Hockey Academy – Hudson, NH

**Location:** Hybrid (Field and Office Hours)

**Pay:** Hourly based on skills and experience

**Company Overview:**

Established in 1992, The Hockey Academy in Hudson, NH, has emerged as a prominent multi-program hockey organization in New England. Renowned for our diverse offerings, including Adult Hockey Leagues, destination youth hockey tournaments, camps & clinics, as well as youth organizations like the New England Stars and Maine Wild, we are committed to providing comprehensive hockey experiences for enthusiasts of all ages and skill levels.

**Job Description:**

As the Program Coordinator at The Hockey Academy, you will be instrumental in managing and coordinating our array of hockey programs, ensuring seamless operations and exceptional experiences for participants. This role requires a blend of office-based responsibilities and field work, offering a dynamic environment where you can contribute to the success of our programs while engaging directly with our community.

**Responsibilities:**

1. Manage the administrative aspects of our Adult Hockey Leagues, including registration, scheduling, team assignments, and participant communication, ensuring efficient operations and timely responses to inquiries.
2. Maintain accurate records and databases related to program participants, league standings, and program evaluations, ensuring data integrity and accessibility for program planning purposes.
3. Direct the Learn to Skate program, overseeing curriculum development, instructor scheduling, participant registration, and on-site supervision during sessions, ensuring the program's success and growth.
4. Provide administrative support for our camp and clinic training programs, assisting with registration, and participant communication, ensuring seamless execution.

5. Promote our hockey programs and events, including marketing efforts through various channels such as social media, email marketing, and community outreach.
6. Assist in event/program operations management tasks, including tournament directing, apparel sales, and creating a welcoming environment for program participants and visitors.
7. Provide administrative support as needed across other areas of the organization, demonstrating flexibility and adaptability to contribute to the overall success of The Hockey Academy.

**Qualifications:**

- Exceptional communication skills, with the ability to interact professionally with customers.
- Flexibility to work evenings, weekends, and holidays as required by program schedules and events.
- Reliable transportation and willingness to travel between office and field locations as needed.
- Proficiency in Google Workplace (Sheets, Docs, Forms)
- Knowledge of the sport of Ice Hockey.
- Excellent organizational skills and attention to detail, with the ability to manage multiple projects and deadlines effectively.

Join our team and become part of a leading hockey organization committed to excellence and community engagement! If you are passionate about hockey and eager to gain valuable experience in program coordination and sports administration/management, we encourage you to apply. This position has the potential to grow into a salaried position. Please submit your resume and a cover letter outlining your qualifications and why you would be an ideal candidate for the Hockey Program Coordinator position at The Hockey Academy. Email submission to [contact@thehockeyacademy.com](mailto:contact@thehockeyacademy.com) with the subject line "Program Coordinator".