



**Job Opening: Glenwood Springs, Colorado
Part-time Youth Hockey Director**

Glenwood Springs Youth Hockey Association is a non-profit 501(c)(3) youth organization formed with the intent to develop youth hockey players from ages 4 to 19 while promoting sportsmanship and self-esteem. We emphasize self-discipline and self-reliance while showing courtesy and respect for others on and off the ice, and as a model for building character and integrity. We participate in competitive hockey events sanctioned by Colorado Amateur Hockey Association (CAHA) and USA Hockey.

We are in search of a year-round part-time youth hockey director in Glenwood Springs, CO who will lead and oversee the execution of the association's mission and strategic plan by **prioritizing development and program growth**. We are looking for an energetic individual who wants to grow the game in a fun, safe environment while making kids the priority.

Key Duties:

- Program development and growth along with on-ice player development
- Manage day-to-day operations
- Manage staff of coaches, team managers & volunteers
- Promote Grizzly Hockey in the community
- Collaborate with and report to Board of Directors

Required Skills:

- Experience in playing, coaching and youth development in ice hockey
- Effective and timely communicator with strong organizational skills
- Computer and electronic device proficiency necessary to perform responsibilities
- Self-motivated and a team player

Preferred Experience:

- Played ice hockey at competitive high school level or higher
- Coached hockey at a competitive level
- Experience managing a recreation sport organization
- Experience in coordinating or managing a youth non-profit

General Responsibilities:

Oversee preseason and in-season hockey daily operations and development for all programs:

- This includes designing an in-season practice progression for all age and skill levels of play
- Organize and oversee preseason skates/practices for all teams
- Organize and oversee in-season hockey development sessions for all teams
- Oversee coaching development for all teams
- Provide resources and advice to coaches regarding practice plans drills, and execution of the skill progression for each level to deal with specific situations
- Provide advice to coaches and team managers regarding methods to deal with specific situations
- Set schedule to attend team practices and assist coaches for all teams
- Organize independent evaluation for all levels of play including 8U and above
- Develop an evaluation plan for each level in collaboration with the Head Coaches
- Work with head and independent coaches/staff to determine appropriate level of play
- Consultation regarding parent/coaching complaints and grievance situations as they arise
- Attend and participate in league meetings and functions for WCHL, CGHL and CAHA
- Support and maintain productive communication with WCHL, CGHL and CAHA
- Work with the bookkeeper and Treasurer to track and oversee the budget
- Serve as primary point of contact for SafeSport coordinator along with serving as the mandatory reporter
- Recruitment and coordinate with all volunteers regarding administration of organization, fundraising, special events and other association matters

Administrative:

Works and coordinates with Board of Directors and volunteers to enhance the below duties

- Coordinate with USAH Registrar to oversee roster maintenance, distribution, etc.
- Manage and confirm USAH credentialing for all coaches and team managers
- USA Hockey Membership compliance/management
- Set up yearly membership registration
- Coordinate with volunteer scheduler
- Working with treasurer and/or bookkeeper regarding invoicing and monthly deposit
- Management and updating information and posting on website, and responsible for print and digital marketing, social media, etc.

Partnerships:

Works with Board of Directors and volunteers to enhance membership relations and community outreach

- Responsible for communication and responsiveness with membership
- Responsible for enhancing organization's visibility within the community by forming and maintaining relationships with potential business partners/sponsors, City of Glenwood Springs Community Center staff, City Council and any other relative organization/entity

Salary:

- Salary range of \$20,000 - \$30,000 depending on qualifications/experience
- Year-round part-time position
- Bonus potential
- Performance of the job will be evaluated annually

**Please email resume and two professional references to:
Mary Boyd of GSYHA: mboyd@gsyha.org
Position open until filled**