

**Position: Director of Hockey Operations**

**Location:** Mount Clemens Ice Arena, Mt Clemens MI

**Organization:** Black Bear Sports Group

**Job Overview:**

Mount Clemens Ice Arena is looking for a full-time Director of Hockey Operations to manage its tier-2 & tier-3 youth hockey club and oversee all related programming, including learn-to-play sessions, house leagues, mite hockey and adult hockey programming.

**Key Responsibilities:**

1. **Program Management:**
  - Oversee year-round youth hockey programming and staff operations.
2. **Travel Hockey Club Oversight:**
  - Manage player recruitment, selection, and parent communication.
  - Hire, train, and manage coaches, as well as oversee spring teams and tryouts.
3. **Coaching Development:**
  - Develop coaching development program and club culture.
  - Serve as on-ice coach for in-house hockey programming
4. **Scheduling Collaboration:**
  - Work with the General Manager to create ice schedules for hockey programming. Manage league and tournament scheduling.
5. **Programming Initiatives:**
  - Actively develop and schedule clinics, tournaments, camps and additional hockey programming.
6. **Financial Oversight:**
  - Review and approve coaching hours, employee reimbursements, and hockey-related invoices. Work with management team to develop and execute budget.
7. **League Representation:**
  - Act as the designated club representative for league meetings and correspondence.
8. **Player Promotion:**
  - Support affiliate programs and promote players to BBSG's Tier-1 and Junior hockey clubs.
9. **Arena Operations:**
  - Serve as "Supervisor in Charge" on a weekly basis
  - Assist GM in overseeing hourly staff when in the building
  - Willingness to drive the Zamboni, if needed

**Qualifications:**

- Relevant experience in youth hockey management and coaching.
- Strong leadership, communication, and organizational skills.
- Ability to collaborate effectively with staff, parents, and league representatives.

**Salary:**

- Competitive, based on experience.

**Application Process:**

Interested candidates should send a cover letter and resume to:

Patrick Choules: [pchoules@blackbearsportsgroup.com](mailto:pchoules@blackbearsportsgroup.com)

Nick Poliski: [npoliski@mountclemensicearena.com](mailto:npoliski@mountclemensicearena.com)