

## **BISMARCK HOCKEY BOOSTERS PROGRAM DIRECTOR**

Bismarck Hockey Boosters (“BHB”) Program Director will report directly to the Board of Directors (“Board”) of BHB. Job responsibilities may be modified by the Board to best fit the needs and requirements of the program.

### **MISSION**

The Program Director will serve the youth hockey players enrolled in BHB programs with the goal of the athletes performing to the best of their ability by way of providing quality training and skill development. The Program Director shall work with all BHB players, coaches and participants, providing off-ice and on-ice supervision and management of all BHB activities.

### **QUALIFICATIONS**

- Bachelor’s Degree or equivalent experience
- Experience in managing a hockey program or equivalent experience
- Experience in initiating, planning, implementing and evaluating programs and services
- Experience in staff management
- USA Hockey Coaching Education Program Certification (CEP) and/or the ability to be certified to conduct USA Hockey CEP training sessions
- Knowledge of the USA Hockey ADM Model and ability to establish age appropriate skill development practice plans
- Excellent communication, organizational and computer skills
- Must be self-motivated and team-oriented

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### *Implement Board policy and decisions*

- Develop and implement long-term vision and objectives for BHB
- Act as a resource to the Board so policy decisions are made on an informed basis
- Attend and participate in monthly BHB Board meetings
- Attend and participate in ad hoc BHB Board meetings
- Manage ongoing policies and procedures for all hockey-related programming
- Follow policies and procedures set forth by BHB

#### *Manage hockey program*

- Act as Tournament Director for local tournaments, including promotion and marketing or tournaments and recruitment of teams
  - Develop brackets for tournaments
  - Gather sponsorships for tournaments
  - Attend Tournament Committee meetings and assist Committee in developing ideas for upcoming tournaments, gathering information from participating teams, and helping prepare items for all local tournaments
- Facilitate and participate in age-appropriate tryouts and team selection processes

- Ensure fair and impartial treatment of all players in team selection process
- Work with BHB's Scheduler to ensure fair and impartial treatment of all players and teams in scheduling
- Serve as BHB's ADM Director and participate on ice at various team practices on a regular basis
- Provide on-site supervision of hockey practices and games throughout the season
- Develop year-round programming, including age-appropriate practices, camps, and other instructional opportunities
- Direct and oversee all hockey-related equipment and training tools, including purging old and unused equipment, and purchasing equipment within budgetary guidelines as approved by the Board
- Provide recommendations to Board for any acquisitions or expenditures outside approved budget
- Communicate with members regarding programming
- Delegate duties as needed

*Monitor and oversee financial management of the organization*

- Work with BHB Treasurer to prepare and distribute staff compensation and reimbursements
- Ensure development of annual budget and present to BHB Board for evaluation and modification as required
- Strategic/Business Plan development, updating and monitoring
- Identify, prioritize and provide advice and counsel to aid BHB Board in accessing potential fundraising alternatives
- Maintain relationships with funding sources and prepare funding proposals
- Attend meetings with BHB Board Members, as needed, in regards to budget, fundraising, or other financial matters

*Manage staff*

- Ensure appropriate staffing consistent with program needs and within the constraints of BHB's physical and financial resources
- Recruit, hire and educate coordinators and coaching at all age levels
- Advise coaches in development of age-appropriate practice plans and team management
- Schedule and attend regular Coaches' Meetings
- Work with on-ice and off-ice coordinators to help oversee all activities on the ice
- Provide mid-season and end-of-season coaching evaluations to Board
- Implement ongoing education and training programs for coaches
- Maintain relationships and communication with BHB on-ice and off-ice coordinators
- Supervise administrative staff
- Delegate duties as necessary

*Program relations*

- Conduct pre-season parent meetings to discuss BHB philosophies and season goals
- Effectively and respectfully communicate with Board, youth hockey players, coaches, arena staff, parents and community members
- Establish a culture of respect, discipline, effort and excellence with BHB both on and off the ice
- Direct the planning and organizing of marketing BHB hockey programs

*Establish, maintain and advance community relations*

- Initiate and develop relationships with a broad range of sectors, including: USA Hockey, NDAHA, Bismarck Public Schools, other hockey communities, other non-profit organizations and business organizations
- Undertake activities within the community that enhance the visibility of BHB
- Represent the organization on appropriate committees, network and joint projects
- Develop and provide information about BHB's goals, programs and services
- Ensure that facilities and equipment are available as necessary and appropriate to meet the needs of BHB

**TIME COMMITMENT AND COMPENSATION**

This is a year-round, full-time position. The workload will be heaviest from August through March, with a reduced workload from April-July. Salary to be very competitive and commensurate with experience and qualifications.

**To Apply:**

Submit resume, cover letter and letters of recommendation to Bismarck Hockey Boosters (c/o President, Kristi Anderson-Schmidt) at the following email address: [President@bismarckhockey.com](mailto:President@bismarckhockey.com).

Or mail all documents to:

Bismarck Hockey Boosters  
Attn: Kristi Anderson-Schmidt  
PO Box 2408  
Bismarck, ND 58502