



NASHVILLE YOUTH HOCKEY LEAGUE

Director of Player Development & Operations: Job Description

Position Summary

The Director of Player Development & Operations (the “Youth Hockey Director”) works closely with the NYHL Board of Directors to develop and manage the overall player development curriculum, as well as support the NYHL’s House & Travel Programs. The position requires a high level of organization, engagement, and communication in developing and managing all hockey programs at Centennial Sportsplex (the “Sportsplex”). A significant part of the Youth Hockey Director's role is to foster and maintain a high level of visibility and engagement on behalf of the NYHL within Nashville's youth hockey community by establishing meaningful relationships and open communication with players, parents, coaches, and officials associated with NYHL. The Youth Hockey Director serves as an ex officio, non-voting member of the NYHL Board and reports directly to the NYHL President. This role requires significant experience in the on-ice and administrative aspects of competitive youth hockey with direct exposure in AAA or AA development programs.

Essential Duties and Responsibilities

- Offer programming to prepare players for the next level of competition (e.g. college, juniors, AAA, AA, etc),
- Develop and provide skill sessions and clinics that support a range of skills depending on level, such as skating, stick-handling, body checking, shooting, defense and goaltending.
- Manage the overall player development curriculum and “glide path” across all levels from 6U through 18U for both House and Travel.
- Provide clear goals and objectives for player development, from entry level to experienced players, that support the NYHL’s mission
- Assist coaches and managers in identifying appropriate tournaments to participate in.
- Support the recruitment and retention of coaches at all Program levels.
- Support the annual review of coaches to provide and receive constructive feedback on performance
- Provide clear goals and objectives for both player and coach development.
- Implement appropriate practice plans at all levels, including practice plans following the ADM.
- Oversee the creation and implementation of player recruitment programs, especially learn to play programs such as G.O.A.L.

- Provide coaching resources for coaches, including clinics, teaching, and skills development programs
- Develop and provide a wide array Program-oriented supplemental programming, including clinics, camps, and tournaments during school breaks, holidays, and summers. Programming should focus on a wide range of skills depending on level, including skating, stick-handling, shooting, defense, body contact, and goaltending.
- Provide operational support, such as schedule referees, ice time, schedules, rosters and reporting
- Maintain communication with parents and families via newsletters, social media, blog posts and other media.
- Be present on the ice for various team practices and on-site for games on a regular basis.
- Oversee, maintain and update the Program area of the NYHL Website on a regular and consistent basis.
- Establish fixed, weekly office hours for in-person interaction with NYHL players and families; these times should be posted at the Sportsplex and online.
- Manage all data associated with the Program in an organized, consistent, and timely fashion. This includes making practice, game, and special programming schedules available online; recording and displaying game results and player statistics; and maintaining up-to-date standings for all House divisions.
- Ensure the organization, security, sanitation and cleanliness of the equipment room
- Ensure that NYHL equipment is clean and safe.
- Coordinate the availability of rental equipment, including the collection of deposits and fees.
- Maintain an accurate inventory of all equipment, in coordination with the Equipment Manager.
- Coordinate registration and maintain certified rosters for all Programs, with the support of the Registrar.
- Participate in monthly Board of Directors meetings.
- Monitor monthly budget reports from the Board and stay abreast of NYHL business.
- Conduct an annual inventory of equipment.
- Coordinate hockey vendor fittings.