



Hockey Director Job Description

The McKenzie County Hockey Club is in its 40th anniversary and has a rich history of competitive hockey and development of upstanding community members. The MCHC has grown significantly over the last 10 years to have around 200 players. This growth has required the Board of Directors to pursue and hire a Hockey Director for the club. The MCHC will be looking for this person to bring the quality of our program to the next level. Building on our strong history and advancing our teams to compete at higher levels.

Job Duties will include the following:

1. Manage the program.
 - a. Coordinate all hockey related aspects of the club. The direction of the club will be reflected by the decisions that you make. This club requires a person that is willing to put the hours in at the rink and away from the rink to make sure our program is growing and developing players to advance our program to become a top-quality program in the northern plains.
 - b. Reports to the board of directors for any day-to-day questions and concerns.
 - b.i. They will also be required to attend all monthly board meetings and bring a summary of the previous months accomplishments/decisions made and a summary of goals/accomplishments they would like to complete for the upcoming month
 - b.ii. Must have all financial decisions approved by the Board of Directors prior to making any purchases
 - c. Is the parent point of contact for any hockey related grievances
 - c.i. This includes any grievance that was a HD club wide decision or grievance that cannot be resolved between parent and coach
 - d. Coaching Teams
 - d.i. Can decide to coach a team only if they feel they can accomplish all the duties laid out in this job description while also having the time to coach a specific team
2. Create a Vision
 - a. Establish a vision for the program long term
 - b. This includes a 1, 3, and 5 year picture

- b.i. There should be a timeline of goals each season that must be achieved to make our club fit the picture at 1, 3, and 5 years later.
- b.ii. Key goals should include skill development, develop more great coaches, retaining and recruiting players, and develop hockey knowledge throughout the program.
- b.iii. Annually you will meet with the Hockey Committee to update the vision and the 1, 3, 5, year picture.

3. Coaches

- a. Select head coaches for all levels
- b. Select assistant coaches
 - b.i. Head coaches can recommend staff members
- c. Train, teach, and support coaches
- d. Set goals with each team
- e. Coaches must understand, want, and be capable to carry out the vision
 - e.i. This will require watching practices and games. Verify coaches are following your plans at practice to reach each year's goals on the way to the 5-year vision. Watching games to help coaches analyze their teams. You will be a resource to adjust their game and practice plans to meet their goals.
- f. Coaches Meetings
 - f.i. Holds regular coach's meetings to address questions, improvements, needs or wants
 - f.ii. Holds annual coach's evaluation meetings with individual coaches
 - f.ii.1. This will be to discuss improvements, successes, their thoughts on the year etc.
 - f.ii.2. This will be able to answer questions on if they will coach again and how we can adjust to retain quality coaches if they are not willing to coach again

4. Recruiting

- a. Work with recruiting committee to recruit players
 - a.i. Try hockey free events
 - a.ii. Advertising, newspaper, word of mouth and social media
- b. Identify reasons families are not joining the program, address and make changes if necessary

- c. Set goals for recruiting
- 5. Retention
 - a. Identify reasons families are leaving the program, work to make changes if necessary.
 - b. Create an environment that the families enjoy and desire to continue with the program.
- 6. Player development
 - a. Assist all coaches in creating a practice plan that follow the direction of the vision.
 - b. Determine start date for team practice.
 - c. Create the practice schedule
 - d. Schedule open ice during preseason.
 - e. Make a list of priorities for all levels.
 - e.i. Convey those priorities to the head coaches.
- 7. Evaluations
 - a. Tryouts
 - a.i. Identify levels that will need tryouts
 - a.ii. Schedule tryouts after players have had a reasonable opportunity to skate before tryouts – ex: Fall Training Program
 - a.iii. Identify evaluators
 - a.iii.1. Instruct evaluators on the basis used for selecting teams
 - a.iv. Make final decision on team rosters after evaluations
 - a.v. Explain the process to families as needed.
 - b. Team levels
 - b.i. Decide which divisions and how many teams will play at each level at the Squirt, Pee Wee, and Bantam levels
 - b.i.1. This must be declared to the NDAHA by their declaration date
 - b.ii. Girls' hockey
 - b.ii.1. Identify the number of players eligible for each age group and make decision on which teams we offer each year
- 8. Support from the club for the Hockey Coordinator
 - a. Hockey Committee

- a.i. Meet with Hockey Committee regularly to discuss issues and progress
 - a.ii. Discuss and process, move up, double roster and practice up applicants.
- b. 8U Coordinator
 - b.i. All aspects of the 8U program
 - b.i.1. This will take 5-10 hrs per week
 - b.ii. Person must be well organized
 - b.iii. Communicate with all people involved with the 8U program
 - b.iv. Develop practice plans keyed towards fun first, development second. The fun will be the biggest retention metric
 - b.v. Assist coaches to understand each drill and coach the players appropriately for those drills and the practice plan as a whole.
 - b.vi. Assure the practices have a player to coach ratio less than 8-1
 - b.vii. Decide on games, travel and 3v3 league
- c. Squirt coordinator
 - c.i. All aspects of the 10U program
 - c.i.1. This will require 5-10 hrs per week.
 - c.ii. Must be well organized
 - c.iii. Communicate with all people involved with 10U program
 - c.iv. Develop practice plans keyed towards reaching the 1, 3, and 5 year vision.
 - c.v. Assist coaches to understand each drill and coach the players appropriately for those drills and the practice plan as a whole.
 - c.vi. Assure the practices have a player to coach ratio less than 8-1
- d. Decide on games, travel and 3v3 league

9. Away Tournaments

- a. Chooses away tournaments in coordination with the teams' head coaches and the club scheduler
 - a.i. Makes sure every team has the same number of away tournaments, if possible
 - a.ii. Creates and maintains a standardized budget for away tournaments

10. Equipment

- a. Evaluates on-ice equipment needs and creates/maintains a budget for those items

- b. Meets bi-annually with the equipment manager to go over inventory of jerseys, socks, shells and rental equipment
 - b.i. This is to make sure they are both on the same page for needs/replacements

11. Facility

- a. Coordinates with Facility Committee Chair on the below topics
 - a.i. Zam Drivers and Schedule
 - a.ii. Skate Sharpeners and Schedule

12. Off-Season Programs

- a. Camps
 - a.i. All external camps will be coordinated and scheduled through the HD in correlation with the club scheduler
 - a.i.1. Analyze the camps to make sure we are bringing in high quality camps that correlate to our deficiencies and needs
 - a.ii. All internal camps that the HD will run will be coordinated with the club scheduler and board
 - a.ii.1. Creates affordable prices for members
 - a.ii.2. Will be an opportunity to make extra money beyond their club salary at an agreed upon rate

Qualifications

- 10+ years of hockey coaching experience
- Level 4 coaching certification or higher
- Previous Hockey Director experience preferred, but not required
- Excellent Communicator
- Well Organized
- Relocate to McKenzie County, if not already here.
- Capable of traveling outside of Watford City
- Capable of working flexible hours and weekends
- Strong Computer Skills
- Able to pass a USA Hockey Background Check
- SafeSport Certified

- 3 strong references from previous organizations