

Hockey Operations

Job Overview:

The Hockey Operations role is responsible for the management, coordination, and execution of all logistical, administrative, and operational aspects related to the VSA hockey program. This role ensures that the team adheres to VSA policies, supports the coaching staff with operational/development needs, and handles player logistics, budgets, and development. The Hockey Operations role works closely with team management, coaching staff, parents, and other VSA staff members.

Key Responsibilities:

1. Logistics and Operations:

- Coordinate our hockey program to include
 - Summer Skills Program
 - Multiple different Camps and Clinics
 - Guardians Spring AAA Hockey Program
 - Including our home spring hockey tournament
 - Jr. Guardians Tier I Hockey Program
 - Private Lessons (On-Ice, Off-Ice, and Skating Treadmill)
 - 3on3 Leagues
 - 3on3 Tournaments
- Oversee programs schedules, communication, and player/parent relations
- Work with VSA Hockey staff to ensure teams and trainings are fully staffed

2. Player/Parent Relations:

- Maintain strong parent/player relationships

3. Budgeting and Financial Management:

- Maintain a break even budget for our entire hockey program
- Create and manage the operational budget for the hockey department.
- Ensure adherence to the programs financial objectives

4. Team and Staff Support:

- Work closely with the coaching staff to ensure that we are pushing the limits and development of players.
- Manage relationships with coaches, players, and parents.

5. Scouting and Player Development:

- Assist with player scouting and evaluations, providing administrative and logistical support to the coaching staff.
- Help coordinate player development: Programs, Camps, Clinics, and Private Sessions

6. Event Management:

- Oversee special events such as Tryouts, Leagues, and Tournaments

Skills and Qualifications:

- **Management:** Strong leadership and management skills with the ability to manage multiple tasks and personnel.
- **Communication:** Excellent verbal and written communication skills, with an ability to work collaboratively across departments.
- **Problem-Solving:** Strong problem-solving abilities, particularly under pressure and tight deadlines.
- **Knowledge:** In-depth understanding of hockey operations, player development, and league regulations.
- **Attention to Detail:** Exceptional organizational skills and attention to detail, particularly in managing player logistics and budgets.

Work Environment:

This position has an evolving schedule which includes irregular hours, including nights, and weekends.

This role is critical to developing a mecca for hockey development in the mid-west.