

Job Title: **Hockey Director**
Location: Spokane, WA
Full-Time / Flexible Hours
Organization: Spokane Americans Youth Hockey Association (SAYHA)
Reports To: Executive Director
Salary: \$20-\$29 an hour (DOE)
Send Application to bod@spokanejrchiefs.com



Summary

The Hockey Director is responsible for overseeing all hockey operations at SAYHA, ensuring alignment with the organization's mission of providing exceptional youth hockey experiences and player development opportunities. This role leads coaching staff, designs and executes player development plans, and implements high-quality programming across all levels of play. The ideal candidate is passionate about youth development, skilled in managing teams, and deeply knowledgeable about hockey operations, coaching, and compliance.

Responsibilities

Staff & Program Management

- Recruit, hire, train, and manage all hockey operations staff, including coaches, assistants, and administrative personnel.
- Provide mentorship and conduct performance evaluations for staff.
- Organize and lead regular hockey operations meetings to align staff with program goals.
- Provide on-site supervision of hockey programs regularly throughout the season.
- Follow all SAYHA policies and USA Hockey guidelines.
- Ability to do other duties as assigned by management, including any that may arise to support the needs of the organization

Player Development

- Coordinate an Association-wide player development plan.
- Monitor and support individual player progress and team performance through internal processes or relevant tools (HUDL, Team Genius, etc)
- Develop and implement a process for player evaluation and team selection.
- Ensure appropriate scheduling of practices and games to maximize development at both house and rep levels.
- Collaborate with the Goaltending Director to ensure comprehensive goalie training.

Coach Development

- Lead monthly coaching meetings for all head coaches.
- Implement ongoing education and training programs for coaching staff.
- Prepare and provide Coaching Handbook or access to Coaching Resources.
- Ensure all required coaching certifications and documentation are completed and compliant with USA Hockey and PNAHA standards.

Family & Community Engagement

- Conduct pre-season parent meetings to communicate SAYHA philosophies and expectations.
- Host pre-season and post-season forums with Coaches to collect feedback and gain alignment for the future.
- Serve as the first point of contact for all rep coaches and rep-level families.

- Respond to public inquiries regarding hockey programs.
- Contribute educational and training content for SAYHA's website and community use.

Program Expansion & Strategic Initiatives

- Develop and implement both short- and long-term goals for program growth.
- Participate in long-range planning for SAYHA's development and sustainability.
- Develop and coordinate programming, in-season, off-season and offsite, including use of SAYHA's dryland and synthetic ice facility and morning skate.
- Lead initiatives to grow participation, such as Try Hockey for Free Day and Learn to Play programs.

External Representation & Professional Development

- Represent SAYHA at PNAHA meetings, clinics, and roundtables.
- Stay current with industry trends through seminars and professional development courses.

Qualifications

- Extensive experience in youth hockey coaching and operations, preferably at the association or club level.
- Strong leadership skills with proven ability to manage and mentor staff.
- Demonstrated experience in player development and team management.
- Excellent communication and interpersonal skills with players, coaches, and parents.
- Knowledge of USA Hockey and PNAHA rules and compliance requirements.
- Ability to coach a SAYHA rep travel team, if needed.
- Passion for growing the game of hockey and serving the youth sports community.
- Ability to work evenings and weekends during the hockey season.
- Strong organizational skills and the ability to manage multiple priorities.
- A strong belief and knowledge of the American Development Model.