

POSITION: Hockey Director

STATUS: Full-Time Paid Position

REPORTS TO: Executive Director

PREPARED BY: MYHA Board of Directors

DATE: February 2026

Minnetonka Youth Hockey Association (MYHA)

Hockey Director – Job Description

Position Overview

The Hockey Director is the senior on-ice leader of the Minnetonka Youth Hockey Association (MYHA) and is responsible for the overall planning, execution, quality, and consistency of MYHA's hockey development program. This role oversees all on-ice programming, coaching leadership, and player development initiatives from Mite/6U through Junior Gold/19U. The Hockey Director reports directly to the Executive Director and serves as the primary voice and authority on hockey development within MYHA.

Key Responsibilities

Coaching Staff Leadership & Management

- Hire, appoint, and oversee all Level Coordinators, Skill Development Specialists, and MYHA coaches.
- Oversee coaching development, education, and compliance with USA Hockey and Minnesota Hockey requirements.

- Implement and enforce MYHA development philosophies across all levels.
- Plan, lead, and document monthly coaching meetings, including agendas, notes, and supporting materials.
- Expand and maintain coaching tools and resources (practice plans, videos, guides, and documentation).
- Develop and communicate weekly and/or monthly practice structure guides for each level.
- Conduct regular coaching evaluations and provide feedback and support.
- Address and resolve coaching conflicts as needed.
- Support and assist with coaching discipline matters, including Match Penalties, Game Misconducts, attendance issues, and off-ice behavior.
- Manage player discipline in coordination with coaching staff, including team rules and MYHA Player Code of Conduct enforcement.

On-Ice Programming Planning & Execution

- Work closely with the MYHA Hockey Development Committee (HDC), Level Coordinators, coaches, goalie instructors, tryout evaluators, schedulers, and staff to ensure smooth day-to-day hockey operations.
- Coordinate and execute team tryouts and evaluations, including hiring independent evaluators and supporting roster formation.

- Develop and implement annual season plans aligned with USA Hockey guidelines and the American Development Model (ADM).
- Establish team structures, practice plans, game schedules, tournaments, off-ice conditioning, goalie training, and other development initiatives each season.
- Ensure adherence to season plans through ongoing level- and team-specific meetings.
- Maintain a regular schedule of observing and participating in practices across all levels.
- Attend and evaluate games throughout the organization.
- Attend USA Hockey affiliate meetings and ensure MYHA compliance with all governing body policies and procedures.

Additional Duties & Organizational Leadership

- Establish and maintain published weekly office hours, including during the offseason.
- Serve as the face of hockey development within MYHA through consistent presence at practices, games, events, and meetings.
- Act as the primary communicator for all hockey programming and development initiatives.
- Respond to emails and voicemails within 48 hours or escalate as appropriate.
- Evaluate on-ice equipment needs in collaboration with the MYHA Equipment Manager and request funding as needed.

- Support recruitment and grassroots development initiatives to grow youth hockey participation in Minnetonka.
 - Participate in community engagement, including parent meetings, collaboration with officials, local high school coaches, and MYHA stakeholders.
 - Ensure the Hockey Director role is the primary professional commitment; outside roles must not interfere with MYHA responsibilities.
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Position Expectations

- This position requires a strong on-ice presence, leadership, and a commitment to player development.
- Evening and weekend availability is required throughout the season.
- The Hockey Director is expected to uphold and promote MYHA's values, culture, and long-term development philosophy.

Compensation & Benefits

- Competitive wage or salary commensurate with experience.
- Opportunity to make an impact within one of Minnesota's top youth hockey associations.

Interested Applicants please submit resume and cover letter to:

executivedirector@tonkahockey.org