

ASSISTANT HOCKEY PROGRAM DIRECTOR/Junior Hockey Coach

Sports Facilities Management, LLC

LOCATION: Fort Wayne, IN – PSM Icehouse

REPORTS TO: GENERAL MANAGER

STATUS: FULL-TIME (EXEMPT)

ABOUT THE COMPANY:

PSM Icehouse is a premier sport, recreation and entertainment destination focused on improving the health and economic vitality of Fort Wayne, IN. You will be joining a championship level team focused on fun, fulfillment and service built to enrich the community as well as your career and personal growth.

PSM Icehouse is a managed facility by Sports Facilities Management, LLC, a Sports Facilities Companies (SFC) company. SFC is the nation's leading resource for managing and developing sports, recreation, wellness, and events facilities. We provide a highly collaborative and supportive culture that raises our team members to new levels of career growth. Together, we will carve a path in a hyper-growing industry where you will enjoy the journey and learn from the industry's best while having some fun.

SFC has been awarded national recognition as a Top Workplace and is considered a workplace of choice. Our mission-focused company is highly entrepreneurial, team-oriented with a culture centered on collaboration, accountability, excellence, and service. We are growing rapidly and looking for high performers at every level to grow with us.

POSITION SUMMARY:

The Assistant Hockey Program Director will be in charge of the organization and running of the facility's hockey programming, including clinics, camps, tournaments, and any other programs held. The Assistant Hockey Program Director will work closely with other departments in hiring, training, management, and staff scheduling. The Assistant Hockey Program Director will work closely with the individual leaders of each program as well as other internal departments (Operations, Marketing, etc.) in order to successfully accomplish these responsibilities.

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO:

- Assist in planning, developing, and executing the facility's hockey programs, camps, leagues, and tournaments
- Lend support to other Operation's leaders and Coaches

- Manage Force travel managers and assist with tournament and game schedule
- Develop overnight hockey camp targeting youth hockey players of all skills and ages
- Recruit and budget initiatives for in-house hockey events and camps and clinics
- Responsible for registering all coaches and players in Force program with USA Hockey
- Assist in recruiting, training, evaluations for all Spacemen players, including running weekly forward and defensive skill sessions
- Assist in administering team communication, itinerary's, and player on-boarding for Spacemen
- Run ID Skates, Pro Skates, serve as lead instructor for clinics minimum twice a week
- Hire, train, manage, and motivate staff
- Actively participates in other operational functions as necessary, including but not limited to event setup and execution, attending all scheduled events and meetings, assisting other departments during outside or special events, etc.
- Serve as MOD on weekdays, weekends, and during events
- All other duties assigned by management

MINIMUM QUALIFICATIONS:

- Experience playing/coaching/teaching youth and adult hockey
- Must have a proven track record of developing, marketing, and selling recreation and training programs
- Must have excellent interpersonal, problem solving, and negotiating skills
- Must be a team player who can manage challenging situations with professionalism and composure
- Must have excellent verbal and written communication skills
- Must have excellent computer skills, including Word, Excel, PowerPoint, etc.
- Must be able to work flexible schedules including weekends, nights, and holidays
- Must possess current CPR/FIRST AID certifications or must be willing to obtain them within a specified period

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Must be able to lift 50 pounds waist high
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop, or bend
- Will be required to operate a computer
- Facility has intermittent noise

TO APPLY:

[Hockey Program Coordinator – PSM Icehouse - Fort Wayne, IN - The Sports Facilities Companies Jobs](#)