



Hockey Director

Skokie Park District

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Closing Date:

Salary: \$54,150 - \$81,225 (Starting Range \$54,150 - \$67,687)

Description:

Hockey Director

Basic Function

The Hockey Director is responsible for the coordination, scheduling, supervising, planning, evaluating, budgeting, and administration of all ice hockey programs including all hockey league programs. Utilizes all available resources of the District to ensure a smooth and effective delivery of services and will carry out the established policies of the Skokie Park District.

Essential Duties

- Plans and implements all of the hockey programming which includes youth hockey classes, youth hockey leagues, adult hockey classes, adult hockey leagues, youth spring specialized clinics, youth summer hockey camp, special events and tournaments.
- Ensures that the summer hockey camp program meets American Camping Association (ACA) guidelines and standards.
- Markets and promotes all hockey programs utilizing the assistance of the marketing department and by distributing school fliers and information to various outside groups.
- Develops and promotes the Future Flyers introductory program.
- Updates the district's website with regards to information about all hockey programs and related programming and special events. This includes the league standings, statistics, class listing and registration information. Responsible for updating the North Shore Youth Hockey League program information and statistics on the District's website.
- Registers all participating hockey players, coaches and teams with USA Hockey.
- Certifies rosters for all leagues through the Amateur Hockey Association Illinois (AHAII).
- Coordinates ice scheduling for all hockey programming.
- Hires, schedules, trains and evaluates all hockey program instructional staff, team coaches, volunteers, and summer camp staff.
- Ensures the hockey program meets USA Hockey, AHAII, and SafeSport standards.
- Records revenues, expenses and participation numbers for budgetary and report purposes.
- Develops the hockey program budget. Reviews monthly budget reports.
- Purchases, distributes, and inventories program supplies and apparel. Follows the District's procurement procedures and policies.

- Develops needed volunteers to assist in hockey programming.
- Assists and supports other Skatium and District staff members in building supervision, building security, emergency procedures and office administration.
- Serves as the liaison between the Skokie Park District and the youth hockey program affiliate, Skokie Armature Hockey Association (SAHA).
- Assists with building supervision duties, may serve as the building supervisor on duty.
- Greets and interacts with the public in a courteous and knowledgeable manner.
- Performs other duties as assigned.

Additional duties:

Ability to supervise programs and staff effectively, demonstrate skill in working well with people, ability to plan and implement program budgets, creative approach to programming, ability to write and speak clearly, ability to establish positive and effective interpersonal relationships with customers. Position requires working some evening and weekend hours. Incorporates the District's core values of commitment, service, integrity, openness, inclusiveness, innovation and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual and overall risk management program.

Qualifications

Education: Bachelor's degree in Recreation Administration, Sports Management, or closely related field preferred. Will consider experience in lieu of education.

Experience: Must have at least three years hockey programming and supervisory experience. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required.

Certifications: Obtain US Ice Rinks Hockey Director certification, United States Amateur Hockey Coaching Education Program, United States Amateur Hockey membership and Amateur Athletic Union membership. Must be able to obtain and keep current CPR and AED certifications.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

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