



Hockey Director Job Description and Duties

General Description:

The Director of Hockey is responsible for implementing, monitoring and evaluating the overall Grand Traverse Hockey Association (GTHA) that includes: Teams at all age levels. The director will be required to work closely with the GTHA Executive Board, Head Coaches, team Managers and Treasurers on all such items to continue the development of GTHA youth hockey players to their highest potential. This is anticipated as a part time contract role with pay commensurate with experience.

Requirements:

- The Director of Hockey will be an independent contractor, requiring execution of a contract between GTHA and the Director of Hockey, and this role will be reviewed by the GTHA Executive Board annually or as otherwise agreed.
- Good organizational/ communication skills are needed
- Ability to have a flexible schedule
- Personal computer skills with Word, Excel, and Email
- Cell phone and voice mail capability
- Must be registered with USA Hockey, pass SafeSport and background checks as otherwise directed by GTHA and must maintain insurance as agreeable with the GTHA.
- Uphold the integrity, character, ethics, and professionalism of the GTHA and the ADM Model Association

Elements of Job Description:

- Planning and creating a master weekly plan, as well as executing and implementing the master plan
- Assist the coaching staff for the GTHA tryouts and draft skates
- Assist with coaching selections with the GTHA Board and the ACE Committee

- Attend and present updates at monthly Board and Coaches meetings
- Develop and maintain a coaching education program
- Develop and maintain a line of communication for parents to educate themselves on the continued philosophies of the GTHA
- Oversee the USA Hockey education program for all GTHA Coaches and maintain such records
- Help resolve issues and disputes within the association
- Support team managers
- Prepare monthly reports when requested
- Create an evaluation sheet for teams and coaches
- Work with all teams and assist with practices as needed
- Provide team practice evaluations
- Work directly with the GTHA Executive Board on all new and existing ideas to better the GTHA
- Open Communication with VPs for each division
- Assist and plan with MAHA events at GTHA
- Attend scheduling meetings with leagues
- Work with Centre Ice staff regarding GTHA items
- Other duties as assigned by the GTHA president

Qualifications:

- A strong belief and knowledge of the American Development Model
- Well organized
- Good communication skills, both in-person and by email
- High-energy and passionate about youth hockey
- Efficient planner with a commitment to follow-through on tasks
- Commitment to professional development through acquiring appropriate USA Hockey Coaching Education Program Levels
- THE HOCKEY DIRECTOR SHALL NOT BE A HEAD COACH, ASSISTANT COACH or TEAM MANAGER IN GTHA and all other affiliations directly with GTHA players must be disclosed and discussed with the GTHA Executive Board.