



Position: Executive Director Jackson Youth Hockey

Reports to: Jackson Youth Hockey Board of Directors

Employment Status: Independent Contractor Year Round Full Time

General Description: The position of the Executive Director of Jackson Youth Hockey requires excellent leadership, communication and organizational skills to promote the mission of Jackson Youth Hockey. Responsibilities include program management and leadership, fundraising development and execution, marketing and communication oversight, organization advocate and strategic development. The Director will be instrumental in maintaining the organization's strategic priorities and programs and improving the organizations' community outreach, impact and reputation.

JYH Mission: It is the mission of Jackson Youth Hockey to provide a meaningful opportunity for children to experience the great game of hockey and to develop their skating skills and hockey skills to the best of their ability while instilling the importance of sportsmanship, leadership, and teamwork.

Primary Responsibilities:

Program Management and Leadership

- Generate short and long term goals for hockey program growth and improvement
- Effectively and respectfully communicate with coaches, players, parents, BOD, fans, media and community members throughout the season
- Provide on-site supervision of hockey programs, tournaments, clinics and events throughout season
- Work with Board of Directors to set program fees and manage committees
- Open registration and manage process
- Manage equipment rental process and program
- Recruit coaches and age level managers. Schedule meetings to communicate expectations and JYH goals.
- Organize and execute yearly gear swap
- Manage JYH gear and work with coaches/managers to order uniforms for all age groups
- Work with committees/managers to schedule and manage home tournaments
- Manage scholarship funding and selection process
- Represent JYH at state WAHL meeting and schedule tournaments
- Work with CMI to schedule ice and audit monthly ice time billing process
- Schedule, administer and manage Referees, WAHL Games, Sportsengine, Pointstreak and Quickbooks

Fundraising Development and Execution

- Lead the creation, development and oversight of all new and existing fundraising opportunities and efforts

- Primary liaison for Old Bills fundraising effort including creating communication materials
- Write grant proposals to private and corporate foundations and government agencies
- Work with fundraising committee and age group managers to plan end of year party
- Work with Committee Chairs for annual Fundraising party

Marketing and Communication Oversight

- Develop and implement a consistent communications strategy, this would include devising a PR editorial calendar identifying a targeted local presence through use of web, social media, print, and radio
- Maintain and regularly update organization's website and social media content
- Develop and manage a bi-weekly newsletter to promote the organizations messaging, programs and impact
- Promote programs through local schools and youth organizations
- Communicate regularly with division coaches and managers
- Work as liaison between JYH and Jackson and Teton County officials

Organization Advocate and Strategic Development

- Prepare and distribute meeting agendas and minutes for all Board meetings
- Efficiently provide program details and performance updates
- Reserve and set-up meeting room, provide required material for meetings in a timely fashion
- Coordinate timely bill payment for all operations, tournament and team registration
- Work with Board Treasurer to oversee budgeting process and develop and maintain sound financial practices.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.