



Minnesota Hockey

DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS

POSITION:	Hockey Programs Manager
STATUS:	Full-time
REPORTS TO:	Executive Director and Hockey Operations
PREPARED BY:	Glen Andresen
DATE:	July 2022

Minnesota Hockey is seeking a candidate for the position of Hockey Programs Manager with responsibilities of leading in-season and off-season programs including camps, clinics, tournaments and events. This candidate will perform these tasks with a focus on generating revenue while also staying true to the three main goals of Minnesota Hockey: 1. Growth 2. Development and 3. Safety.

SUMMARY:

The Hockey Program Manager will further the objectives of Minnesota Hockey to enhance and strengthen in-season, community-based, volunteer driven hockey by establishing new program offerings in-season and off-season. These programs will support local associations in fulfilling their mission and will be valued by individual members. It is expected these programs will be self-funded by fees appropriate to covers costs and ensure long-term viability.

ESSENTIAL RESPONSIBILITIES:

1. Develop and execute in-season programs and events that support Minnesota Hockey and its association's existing programs and leagues. This may include major tournaments run during holiday periods, goalie clinics, checking clinics, specialty skill development clinics, association skill development consulting, etc
2. Develop and execute off- season programs from Mites through High School in a collaborative way with Districts and Associations that follow the Minnesota Development Model. This may include leagues, tournaments, and/or skill development.
3. Lead initiatives to collaborate with and support District and Association Hockey Directors to provide effective player development through existing and new programs, leagues, and events to advance the implementation of the Minnesota Development Model.
4. Develop and execute options for spring hockey. This may include a variety of events, including tournaments, leagues, clinics, etc. Additionally, this may include revisions to the length of the season or how end-of-season and post-season play is executed.
5. Develop, execute, and grow recreational programs throughout the state. This will be done with collaboration with existing programs with the intent to offer recreational programs that allow many players to experience the great game of hockey without the commitment required for more competitive hockey.
6. Attend Minnesota Hockey Board and appropriate committee meetings.
7. Other duties as assigned by the Executive Director.
8. Oversee execution, coordination and promotion of existing Minnesota Hockey events, including:

- A. Four Corners Peewee Event
 - B. Ice Bowl
 - C. Spotlight Classic
 - D. Mite Jamborees
 - E. Never Too Late Camps
 - F. Girls Gold Rush Camp
 - G. Girls Gold Rush Summer Camp
 - H. Chevy Clinics
 - I. Squirt Kickstart
 - J. Association ADM Clinics
 - K. Association Development
 - L. Hockey Director Network Development
 - M. Little Wild coaching support
9. Assist in coordination of the following events:
- A. Hockey Director Conference
 - B. Association Leader Conference
 - C. Player Development Clinics
 - D. Girls Hockey Weekend
 - E. Let's Play Hockey Expo Booth
 - F. CCM High Performance Spring Festivals
10. Assist Program Directors in execution, coordination and promotion of Minnesota Hockey Tier 1 Leagues and Tier 1 Training Camp
11. Provide general assistance to Minnesota Hockey and the Executive Director
- a. Includes drafting correspondence, returning emails, and answering phones.
 - b. Other reasonably similar duties as assigned by the Executive Director.

QUALIFICATIONS:

Required -

- Bachelor's degree.
- Significant interest in and understanding of the sport of hockey.
- Previous experience in administration and event management.
- Strong written and oral communication skills.
- Leadership experience and a proven ability to develop and maintain strong working relationships with varied and diverse groups and individuals in order to accomplish objectives.
- Appropriate technology skills – computer software, social media, mobile communications.
- Ability to work nights and weekends when necessary

Desired –

- High school or above coaching experience.
- CEP Level 3 certification with the intent to move to Level 5.
- Post high school hockey playing experience.
- Proven business acumen to manage a profit center.
- Previous work experience of at least three (3) years in a related field or industry.

Benefits Available –

- Medical insurance
- 401(K)
- Student loan assistance
- Hybrid of office/remote work

Salary –

- Commensurate with experience