

## **Assistant Director, Bismarck Hockey Boosters**

### **Position Summary:**

The BHB Assistant Director will assist the BHB Program Director in overseeing and managing the youth hockey on-ice programs for BHB. This position will directly manage on-ice personnel and assist the Program Director in managing player development matters, related to hockey for all BHB hockey programs. The Assistant Director will report directly to the BHB Program Director for all administrative and hockey programming duties and responsibilities. The successful candidate must have or be able to obtain a level 4 coaching certification, pass all background checks, and be SafeSport certified.

### **Assistant Director Roles and Responsibilities**

- Reports to BHB Program Director for all administrative and programming matters
- In conjunction with the Program Director the Hockey Director will assist in creating a plan each season to include, but not limited to, team structure and breakdown, practices, games, home and away tournaments, off-ice conditioning, other training required to build team skills or knowledge
- Assist the Program Director in the development and implementation of a seasonal plan for developing hockey players under the guidance of USA Hockey and the ADM player development model
- Off-season responsibilities to include, assist in running preseason and postseason hockey programs and overseeing the on-ice portion of BHB's Intro to Hockey program
- Participate in the tryout evaluation process
  - Recruit independent evaluators
  - Work with Program Director and evaluators on player evaluations and team selections
  - Help with the planning of evaluation times and dates
- Coaching and On-Ice Coordinator Oversight
  - Act as a point of contact for coaches and On-Ice Coordinators
  - Help in the development and training of coaches within the organization
  - Implement BHB coaching philosophies with all coaches
  - Supervise all coaches and On-Ice Coordinators
  - Help with the recruitment of new coaches and retention of current coaches
  - Observe and evaluate team practices for all levels often to gauge success of programs deployed
  - Assist the Program Director in the hiring of coaches
  - Conduct monthly coach's meetings
  - Assist the Program Director in administering annual coaching evaluations
  - Ensure all coaches are properly certified
  - Ensure all coaches are properly registered through the BHB coaching registration process
  - Maintain a current list of all coaches including the level and team that they are coaching for the season. This list is to be shared with the Program Director and Dibs Coordinator to assist in tracking Dibs requirements for the season.
  - Implement BHB philosophies with all coaches
  - Coordinate with the BHB Treasurer to resolve issues with coach's reimbursement and payment
  - Organize and communicate weekly practice plans to all coaches
- Attend and help present at all parent/member preseason meetings
- Sit as an acting member on the BHB Hockey Committee
- Attend BHB Board meetings as requested by the Board of Directors
- Evaluate on-ice equipment needs and request funds when needed

### **Work Schedule**

- September 1st through April 1st. This position will consist of evening and weekend hours as determined by BHB programming schedule.

### **Salary**

- Dependent upon experience.