



### 1. Position

Director of Hockey

### 2. Job Summary

The Carriage Club Director of Hockey will develop and execute the Club's youth and high school hockey programs and player development strategy around the Carriage Club's principals of character, culture, and camaraderie to achieve a premier hockey experience for all Carriage Club members.

The Director of Hockey will work with the General Manager and Assistant GM in consultation with the Ice Committee, and the coaches, to set the short (1-3 years) and long-term (5-10 years) goals for the program. The Director of Hockey will coordinate with the director of ice rink and figure skating director for scheduling of sheet time and activities. The Director of Hockey will strive to balance player development and competition with a family-first focus to provide an enjoyable experience for all member participants. Finding this balance will necessitate prioritizing a culture of sportsmanship, player discipline and accountability, team-first principals, and maintaining an environment of fun hockey.

### 3. Job Tasks (Duties)

#### I. Oversee pre-season and in-season coach and player-development.

- a. Recruit/coordinate volunteer coaches for the youth hockey program.
- b. Assist volunteer coaches in attaining proper coaching certifications.
- c. Recruit/coordinate the hiring or retention of coaches for the high school program within budgeted amounts.
- d. Develop defined player development goals and objectives for each age level in the program that lend themselves to the overall improvement of program continuity.
- e. Organize and oversee pre-season and in-season hockey development sessions.
- f. Serve as the primary point of contact for all hockey development-related questions.
- g. Develop practice progression plans for the program as a whole and assist coaches in appropriate practice planning.
- h. Regularly attend practices and games in each age division to observe player and coaching development while ensuring program adherence.
- i. Participate/Collaborate with coaches in on-ice practice and fill in when coaches are not available.
- j. Hire and directly supervise the JV & Varsity hockey coaches.
- k. Develop and oversee the private hockey lesson program, including hiring instructors and ensuring instruction is of high quality and results in effective player development.

#### II. Oversee player recruitment and retention

- a. Develop relationships with member families who are not participating in hockey in order to inform them of the program.
- b. Develop opportunities and strategies to retain graduating Bantams in order to maintain a high-quality high school program.
- c. Foster positive relationships with member families who participate in hockey in order to keep them engaged in the program.

### III. Oversee Coaching Staffs

- a. Responsible for implementing coaching standards and responsibilities in accordance with USA Coaching Ethics Code.
- b. Evaluate JV coach on a consistent basis and provide feedback.
- c. Be a resource to volunteer coaches by providing ideas, drills, philosophy, and execution of player skill progression.
- d. Consult with the General Manager or Assistant GM in regard to issues that arise among the coaching staff.
- e. Serve as the primary contact for parent, player and coach concerns and assist in resolutions.

### IV. Facilitate Adult Hockey programming

- a. Oversee the Adult Learn to Play, Women's Hockey 101, and Adult Cardio Hockey
- b. Identify and develop additional on-ice programming as needed

### V. Other Tasks (Duties)

1. Attend Carriage Club Ice Committee meetings.
2. Attend any pertinent league meetings as required.
3. Work with coaching staff to identify and schedule tournaments.
4. Work in collaboration with the Club's ice scheduler.
5. Develop a strong working relationship with local youth and high school hockey leagues.
6. Coordinate with the Director of Communications on flyers, posters, handouts, club newsletter, and weekly emails.
7. Assist with maintenance of ice rink on an as-needed basis.
8. Works with club staff to coordinate Banquets, parties, games and Adult D-league schedule.

### 4. Qualifications

- a. Verifiable experience in hockey operations, skill development, coaching, and leadership.
- b. Strong interpersonal and communication skills, both oral and written.
- c. 5+ years of coaching experience, preferably at high school level or higher.
- d. Ability to establish and maintain effective relationships with all stakeholders.
- e. The Director of Hockey may not be the parent or guardian of a current Carriage Club hockey participant.

### 5. Licensing/Certification Requirements

- a. Participate in USA Hockey Coaching Certification
- b. Safesport Compliant

### 6. Reports To

General Manager & Assistant GM

**Please send resume and salary requirements to:**

**David North**

**General Manager, The Carriage Club**

**[generalmanager@thecarriageclub.com](mailto:generalmanager@thecarriageclub.com)**

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