

Woodbury Area Hockey Club (“WAHC”)  
**Director of Hockey Operations**  
Job Description

The WAHC Director of Hockey Operations (the “Hockey Director”) will work closely with the WAHC Administrator to execute our hockey programs and Player Development Strategy to provide the best hockey experience for the WAHC families. The WAHC Hockey Director will have day to day responsibility for the club’s Player Development Strategy.

The WAHC Hockey Director will report to a committee comprised of the following board members (with support as necessary by any board member):

- Vice President of Girls Hockey
- Vice President of Hockey Development
- Vice President of Coaching Development
- Vice President of Hockey Operations
- Vice President of 8 and Under
- President

The Vice Presidents of Hockey Development, Hockey Operations, and Girls Hockey will be the primary contacts for the Hockey Director. The Hockey Director will interact more directly with (i) the VP of Hockey Development in connection with the pre-season and in-season hockey development of WAHC players, including when needed the use of outside hockey vendors; (ii) the VP of Coaching Development on coaching development matters; (iii) the VP of Hockey Operations in connection with tryouts and in-season matters relating to team operational issues; and (iv) the VP of Girls Hockey in connection with specific development and operational items relating to the WAHC Girls Program. Strong interpersonal skills including electronic communication skills are vital in this position in corresponding with VPs listed above, Level Directors, Coaches and Members as further explained in job description roles listed below.

The WAHC Director of Hockey Operations will have the following roles in WAHC:

- i) Oversee pre-season and in-season hockey development for both the girls and the boys programs.
  - a) This includes designing an in-season practice progression for all age and skill levels of play.
  - b) Organize and oversee pre-season camps including the hiring of outside vendors within the budgeted amounts.
  - c) Organize and oversee in-season hockey development sessions including the hiring of outside vendors within the budgeted amounts.
  - d) Provide advice to coaches regarding practice plans to deal with specific situations; and
  - e) Attend 2-3 practices of each team for age levels above Mite/8U to observe and provide an independent evaluation of both players and coaches.

- ii) Oversee tryouts for all levels of play above Mite/8U.
  - a) Develop a tryout plan for each level in collaboration with the Hockey Development Team.
  - b) Source and hire/engage independent evaluators for each level.
  - c) Work closely with the VP of Hockey Operations and the VP of Hockey Development to execute the tryout plan and ensure that tryouts are run in an efficient and unbiased manner that minimized player and parent angst.
  - d) Be the primary point of contact for parent inquiries regarding tryouts.
  
- iii) Oversee coaching development.
  - a) Organize pre-season and in-season coach development sessions (4-5 sessions anticipated).
  - b) Be a resource to coaches regarding practice plans by providing ideas, drills and execution of the skill progression for each level.
  - c) Consult with the Vice President of Coaching Development on program and issues that arise with respect to coaching and between coaching staff members.
  - d) Although the Hockey Director will not be the primary point of contact for issues between coaches on a coaching staff, the Hockey Director will work with the VP of Coaching Development on these issues because they affect the development of our players.
  
- iv) Coordinate hockey development efforts with the boys and girls hockey coaches at both East Ridge and Woodbury high schools.
  
- v) Interact with the WAHC Ice Scheduler as necessary regarding ice scheduling for each age.
  
- vi) Serve as the primary point of contact for both coaches and parents regarding inquires with respect to hockey development issues.
  
- vii) Although the Hockey Director will not be the primary point of contact for parent complaints with respect to playing time or coaching, and such complaints/inquiries should be made of Board Members with responsibility, the Hockey Director will consult with and play a part in resolving such issues because they are integral to the successful development of WAHC players and teams.
  
- viii) The Hockey Director will not be the following:
  - a) The primary point of contact for SafeSport issues;
  - b) Primarily responsible for goalie development; however the Hockey Director will interact with the WAHC's outside goalie development provider regarding hockey development issues as they arise and will provide general guidance to the WAHC Board regarding goalie development.

Compensation for this position is estimated to be between \$45,000 and \$55,000 per season.

Interested parties should contact the WAHC Administrator-Lonie at 651-238-5255, or email [administration@woodburyhockey.com](mailto:administration@woodburyhockey.com).