



Minnesota Hockey
DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS

POSITION: Human Resources Advisor

STATUS: Volunteer – Appointed
REPORTS TO: President
PREPARED BY: Steve Oleheiser
DATE: May, 2019

SUMMARY:

The Human Resources Advisor shall consult with and provide recommendations to the Minnesota Hockey President, Executive Director and the Administrative Management Committee with respect to those matters which involve policies and regulations regarding employees and contract workers of Minnesota Hockey.

ESSENTIAL RESPONSIBILITIES:

1. Provide consultation to the MH President, Executive Director and Administrative Management Committee in the following areas:
 - a. Salary Administration
 - b. Benefits Administration
 - c. Staff Performance Management
 - d. Staff Career Development and Training
 - e. Recruiting and Hiring Process
 - f. Job descriptions (Job Responsibilities and Expectations)
2. Participate in Administrative Management Committee meetings as required
3. Provide strategic and analytical thinking as to staffing needs
4. Advise as to when outside employment legal counsel should be engaged.
5. Assist in drafting and reviewing human resources-related policies and determinations as requested.
6. Participate with special projects/ad hoc committees as assigned by the President
7. Provide human resources and organizational effectiveness counsel to Executive Director, President and Administrative Management Committee as requested.

QUALIFICATIONS:

Must be an experienced human resource professional with a minimum of 10 years of experience.

Must be familiar and stay current with applicable employment laws and regulations, specifically those related to non-profit organizations.

Should have communicative skills, both written and oral, in the English language.

Should have an interest in the sport of ice hockey, together with the ability and willingness to devote the required time to properly discharge the responsibilities of this position.

Preferred experience as a local hockey association board and/or Minnesota Hockey district board member or officer.

This is a volunteer position, without any pay or benefits. The following business expenses, as they pertain to Minnesota Hockey business, are eligible for reimbursement:

- Minnesota Hockey authorized meeting attendance, including meals, lodging and travel
- Postage
- Phone
- Computer expense
- Office supplies

Time Commitment: 8-10 hours per month and on call as needed