

Hockey Director Job Description



The Oak Park River Forest Hockey Club Director (Hockey Director) will execute our hockey programs and player development strategy to provide the best hockey experience for Oak Park and River Forest families.

The Hockey Director will work with the OPRF Hockey Board, club membership, and coaches to set the short and long-term vision and objectives for the program. In addition to continuing to build a competitive program, the Hockey Director will work to establish a culture that focuses on player development, player discipline and accountability, positive team dynamics, sportsmanship, and an environment where playing hockey is fun.

The Hockey Director will build and steward the OPRF Hockey Club brand within local feeder programs, the community and league. The OPRF Hockey Director will report to the Board.

The OPRF Hockey Director will have the following roles and responsibilities:

- **Oversee pre-season and in-season hockey development both on and off the ice**
 - Coordinate the hiring of coaches, trainers and vendors within the budgeted amounts
 - Organize and oversee pre-season and in-season hockey development sessions
 - Serve as the primary point of contact for all hockey development related issues
 - Assist coaches in practice planning
 - Regularly attend practices and games of both Varsity and JV to observe and evaluate players and coaches
 - Participate in practices (on the ice) in collaboration with the coaches, and fill in when coaches are not available for practices or games

- **Oversee player recruitment**
 - Work with Oak Park Ice Bears to assist in player development and assist in junior coaching program
 - Identify and nurture player relationships with 6-8 grade players and families within the Oak Park/River Forest district including high school players not active with the Hockey Club

- **Provide players with beginning, mid and end of season evaluation and review (with coach feedback)**

- **Oversee tryouts for the OPRF Club**
 - Develop a tryout process and plan in collaboration with the coaching staff
 - Effectively communicate the tryout process to the players and families prior to the start of the tryouts
 - Work closely with the coaching staff to execute the tryout plan and ensure tryouts are run in an efficient and fair manner focused on player and parent communication
 - Coordinate with coaches on roster decisions

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- **Oversee hiring of coaches with board approval and coaching development**
 - Responsible for implementing coaching standards and responsibilities in accordance with USA Coaching Ethics Code
 - Evaluate coaches and provide feedback
 - Be a resource to coaches regarding practice plans by providing ideas, drills and execution of the skill progression for players
 - Consult with the Board President on program and issues that arise with respect to coaching and between coaching staff
 - Serves as primary point of contact for parent and player concerns, assist to resolve issues integral to the successful development of players and teams
- Participate in annual OPRF Hockey Club budgeting for all on-ice and off-ice investments and programs
- Attend OPRF Hockey Club Board meetings and report on programming and development
- Serve as the liaison between the coaches and Hockey Board
- Attend SHL League Meetings as necessary
- Work with coaches to develop an optimal game schedule for all teams
- Work with teams staff to schedule athletic trainers for all games
- Work with coaching staff and board to identify and schedule tournaments
- Work with the coaching staff to prepare league-required referee evaluations, team rankings, all-star selections and showcase selections
- Work with AHAI as required
- Work in collaboration with OPRF Hockey Club designated ice scheduler, team managers, equipment manager, and club registrar
- Develop a strong working relationship with the Park District of Oak Park (PDOP), OPRF High School, and the OPRF community
- Work in collaboration with the Rules & Ethics Committee, as appropriate, to assist in resolving issues with players, parents and others involved in OPRF Hockey Club activities and Code of Conduct violations
- Promote and market the OPRF Hockey Club in the Oak Park and River Forest community and hockey community

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Hockey Director Qualifications

Requirements:

- Hockey operations, hockey skills and leadership experience
- Strong relationship with AHAI
- Budgeting experience
- 5+ years of ice hockey coaching experience preferred in travel or high school league
- Hockey player experience strongly preferred
- Experience working within a hockey club environment
- USA Hockey coaching certification and registration
 - Background check
 - USA Hockey Safe Sport Training
 - Completion of online age-specific module(s)
- Strong oral and written communication skills
- Self-starter with the ability to multitask and function effectively under pressure
- Ability to think proactively and respond appropriately
- Ability to establish and maintain effective relationships with players, coaches, and board
- Ability to represent the club effectively
- Experience managing multiple projects concurrently, demonstrating a sense of urgency, focused on results and able to meet deadlines
- Enthusiasm for the sport and for continuing to build a competitive program

The Hockey Director may not be the parent or guardian of a current OPRF Hockey player.

Salary offered will be commensurate with experience.

Interested parties should email a letter of interest that describes the applicant's ability to meet the above qualifications to: oprfhuskieshockeyclub@gmail.com