

Job Advertisement: MAHA Camp Director

Interested candidates should submit a letter of interest via email to Mike Wilkinson (mwilkie8@gmail.com) and Lacy Bradford (hockeychick0329@gmail.com) by August 15, 2026.

Position Overview

The MAHA Camp Director is a high-level administrative and operational leadership role responsible for the end-to-end execution of the Montana Amateur Hockey Association's premier player development initiatives. This position oversees four marquee events: the MAHA Summit Camp, MAHA Prospects Challenge, and the Boys and Girls Development Camps. The Director will elevate the operational standards of the camps, ensuring a professionalized environment where high-level development and player safety are the primary objectives.

Reporting Structure

The Director reports directly to the Executive Director. In the absence of an Executive Director, this position reports to the MAHA President.

Compensation

This position offers a stipend of \$8000 commensurate with experience, with opportunities for growth as the role and its associated camps evolve.

The Director manages the full lifecycle of the following four camps:

- MAHA Summit Camp, MAHA Prospects Challenge, Boys Development Camp, Girls Development Camp

Budget and Finance

- Manages the fiscal lifecycle for all camps, including the development of detailed budgets in collaboration with relevant committees and the presentation of final financial plans to the Executive Director for approval.
- Sets competitive pricing structures for all four events to balance accessibility with program sustainability.
- Manages coach reimbursements, ensuring all documentation is submitted to the MAHA Treasurer within 7 days of camp completion.

Marketing and Communications

- Executes multi-channel promotional campaigns via email, social media, and digital content platforms.
- Serves as the primary liaison for parents and players, providing timely responses to inquiries.
- Coordinates with the MAHA Webmaster to maintain accurate, up-to-date registration and camp details.
- Secures and maintains relationships with event sponsors to offset costs and enhance player experience.

Registration and Administration

- Builds and manages digital registrations through MAHA's online registration platform.
- Oversees the refund process in strict accordance with MAHA policy.
- Supervises on-site check-in logistics to ensure a professional first point of contact for families.

Coaching Staff

- Collaborates with the Coach-in-Chief to recruit and vet qualified staff.
- Verifies that all coaching staff meet USA Hockey certification and SafeSport requirements.
- Coordinates all staff logistics, including hotel blocks, coach gifts, coach apparel, travel for guest coaches, and on-site hospitality (meals/refreshments).
- Organizes pre-camp meetings to align staff on development goals and evaluation standards.

Player Development

- Collaborates closely with the Youth and Girls Player Development Coordinators to provide the logistical and administrative support necessary to fulfill their position responsibilities

Apparel and Inventory

- Manages inventory for player jerseys and coach apparel.
- Conducts competitive bidding with multiple vendors to ensure the best price points for high-quality gear.
- Coordinates the sale of merchandise and the distribution of player/coach gifts.

On-Site Management

- Serves as the On-Site Camp Director for all events (or appoints a qualified delegate).
- Enforces safety protocols, including the management of volunteer locker room monitors, to maintain a supervised and secure environment for all participants.