

**Job Title:** Development Rink Coordinator  
**Reporting:** Hockey Director, Player Development Director  
**Status:** Contracted Stipend (TBD)



**Job Summary:**

The Arizona Kachinas are expanding the roles within the local rinks to include Rink Coordinators to serve as the on-site leader for Arizona Kachinas programming at a designated development rink. This individual is responsible for overseeing daily program operations, ensuring alignment with GHA standards, and acting as the communication bridge between the rink and the central leadership team. As the organization expands across multiple facilities, the Rink Coordinator plays a critical role in maintaining consistency in program delivery, player experience, and operational execution at the local level.

**Tasks and Responsibilities:**

- **Rink Operations & Organization Alignment**
  - Oversee all GHA programming at the assigned rink, including practices and games
  - Act as the liaison between rink staff and GHA central leadership. Develop relationships with Development Rink League Directors, providing a direct line of communication
    - Manage on-site logistics including ice utilization and schedule uploading
  - Provide GHA policies and standards to align families of all ages
  - Ensure the GHA player development model is being implemented consistently at the rink level
- **Organizational Communication**
  - Provide monthly updates to the Hockey Director & Player Performance Director, including:
    - Program execution
    - Attendance and participation trends
    - Coach performance and needs
    - Facility-related challenges or opportunities
  - Attend (bi-)weekly Hockey Ops meetings to help stay informed on organizational operations and relay any organizational updates, expectations, and programming changes to on-site staff
    - Maintain clear communication with families as needed at the rink level
- **Growth & Expansion Support**
  - Assist in launching new programming at the rink as GHA expands
  - Identify opportunities to grow participation and improve player experience
  - Support recruitment efforts and local engagement initiatives
  - Help ensure new programs are integrated smoothly into the GHA structure
- **Administrative & Reporting Responsibilities**
  - Maintain clear communication with families as needed at the rink level
  - Ensure compliance with organizational policies and procedures
  - Ensure consistent delivery of the GHA experience across multiple rink locations

**Required Knowledge/Skills/Job Qualifications:**

**Qualifications**

- Experience in hockey operations, coaching, or program coordination
- Strong organizational and communication skills
- Ability to lead and manage on-site activities independently
- Comfortable working in a fast-paced, multi-tasking environment
- Passion for youth and girls hockey development

**Preferred Attributes**

- Leadership presence and problem-solving ability
- Strong attention to detail and accountability
- Ability to build relationships with players, families, and coaches
- Flexible schedule, including evenings and weekends