



Wilmington Seahawks Hockey Association (WSHA)

Job Description: Hockey Director

Summary

The Hockey Director is responsible for leading and managing all aspects of the hockey program at WSHA. This includes developing a comprehensive hockey development strategy, overseeing coaching staff, setting standards for player and coach development, and enhancing the overall experience for players and families. The Hockey Director will play a pivotal role in fostering a positive and inclusive environment that encourages skill development, teamwork, and sportsmanship across all age levels within the organization.

The Hockey director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Hockey Director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

Roles and Responsibilities

- ***Recruitment & Appointment of Coaches***
 - Announce WSHA travel team head coach and goalie coach openings, detailing application processes and deadlines.
 - Recruit talent from the hockey community and review applications for board approval.
 - Interview and select coaches by March 1st, ensuring certifications and references are verified before tryouts.
- ***Coaches & Staff***
 - Foster an environment that promotes continuous improvement, mentorship, growth, and collaboration among all coaches.
 - Ensure all coaches maintain valid USA Hockey certifications.
 - Develop and implement a coaches' education program (stop the bleed, guest speakers, etc.)



- Review, share, and implement use of training materials and tools to coaches to enhance and standardize player development and approach.
- Plan, schedule, and lead monthly coaches meetings.
- Provide feedback to coaches on travel team practice plans, game structure, and gameplay.
- Meet regularly, review, and discuss WSHA travel team performance and overall player development.
- ***Program Development & Planning***
 - Develop a Comprehensive Tryout Plan
 - Schedule WSHA travel teams games for all association and league play; except in those cases agreed upon by the WSHA travel team coach and management staff (e.g tournaments, or out-of-league games, etc.)
 - Collect basic player data, to include birthdate (age) and hockey player position, and utilize this information to forecast player progression and future availability for specific WSHA travel team year groups (10U, 12U, 14U, 16U, 18U.)
 - Develop and implement hockey skill sessions including but not limited to checking, passing, skating, etc. based on age group and skill levels.
 - Coordinate, organize and oversee skills clinics, camps, and off-season development programs to offer year-round opportunities for growth.
 - Develop and implement a short-, mid-, and long-term training plan for all age levels with the support of head coaches, as applicable. Formalize and publish the training plans to all WSHA travel team head coaches.
 - The training plan should account for shortfalls in player availability to maximize the feasibility of rostering a WSHA travel team at each age group possible.
 - Collaborate with the Board to establish seasonal goals, budgets, and benchmarks for the hockey program.
- ***Required engagements***
 - Attend WSHA board meetings and contribute with hockey updates to the Board.
 - Attend all meetings of hockey associations and leagues that the WSHA travel teams participate in.
 - Capture and disseminate relevant content from aforementioned association and league meetings to coaches, players, and parents, as applicable, specifically in matters related to safety and financial costs.



- Be available and routinely attend WSHA travel teams practices and games for awareness of trends in player and team development.
- ***Rink Coordination (Polar Ice Wilmington as 'Rink')***
 - Coordinate with the Rink Hockey Director to inform the WSHA of potential travel players for possible recruitment to WSHA travel association.
 - Coordinate with Rink Hockey Director in the development of the training plan to maximize standardization and consistency where possible.
- ***Administrative & Operational***
 - Ensure compliance with all league, state, and national governing body requirements (e.g., USA Hockey).
 - Create and maintain a digital and hard copy turnover binder, to include standardized operating procedures for the Hockey Director Position (including but not limited to Points of Contact, due dates, development plans, etc.)
 - Address concerns and feedback as they relate directly to Hockey Director responsibilities from parents or guardians, coaches, and other stakeholders promptly. Mediate further in escalated situations, where applicable, fostering a culture of transparency and responsiveness.
 - Support organization initiatives and committees (i.e., fundraising, equipment, etc.) as needed.

Requirements

- Minimum youth sports coaching experience of 5 years.
- Minimum youth hockey coaching experience covering the ages of 8U through 12U of 2+ years.
- Minimum CEP Level 1, which includes SafeSport/background check (with a plan to complete level 3 within 2 months of appointment.)
- Minimum of 10U and 12U online age modules completed.
- Advanced familiarity with USA Hockey coaching requirements.
- Familiarity with computer programs, including but not limited to Microsoft Office, email services, Google Workspace.

Preferred Skills

- CEP Level 3 and up, which includes SafeSport/background check.
- All online age modules completed, 8U through 18U.
- Youth hockey coaching experience of 5+ years.



- Previous hockey director experience

Qualifications

- Proven leadership skills with the ability to inspire, motivate, and manage both players and staff effectively.
- Build and maintain strong relationships and rapport with key stakeholders, including players, parents, coaches, board members, and community partners, to foster collaboration and support for the organization's mission and goals.
- Excellent communication and interpersonal skills, with the ability to engage positively with players, parents, and the community.
- Strong organizational and problem-solving skills, capable of handling multiple priorities and tasks in a fast-paced environment.
- Passion for youth sports, with a commitment to fostering a positive, inclusive and supportive environment.
- Possess strong knowledge of hockey fundamentals and strategies combined with an ability to engage, motivate, and teach youth participants effectively to foster skill development and a love for the game.

References required for verification before appointment.