



## **Job Description for Hudson Youth Dek Hockey League Manager**

**The league manager works in conjunction with HYDHL Board to provide the appropriate support for maintaining all aspects of our program. We offer spring and fall Dek Hockey programs to all surrounding cities and towns. Our participants are boys & girls ages 4-16. We have been serving local youth for over 20 years.**

**Hudson Youth Dek Hockey is a 501(c) non-profit organization.**

### **Job Requirements:**

- Good organization, communication, and people skills
- Computer/website proficiency
- Self-motivated with the ability to manage multiple tasks at once
- Hockey knowledge and experience in a hockey or other youth sports organization is preferred
- Flexible schedule

### **Duties & Responsibilities:**

- HYDHL registration setup and management
- Assist in player placements and drafts for all divisions
- Coordinate volunteer coaches for each team
- Coordinate team sponsors
- Order shirts & trophies for each team
- Develop game schedules
- Update online systems with players/teams for each division
- League Communication including parents, coaches, website, social media
- Scheduling; scorekeepers, referees, trailer, and custodian
- Report to HYDHL Board at meetings
- Other responsibilities as assigned by the HYDHL Board
- Coordinate Chipmunks skills sessions

**Salary is participant based each season, approximately 15 hours per week per season (2 seasons spring & fall, 6-8 weeks each).**

The successful candidate will be required to pass a pre-employment background security screening. All interested applicants should send a resume and cover letter or a video application to [HUDSONYOUTHDEKHOCKEY@GMAIL.COM](mailto:HUDSONYOUTHDEKHOCKEY@GMAIL.COM).