



USA HOCKEY, INC.
An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, gender, age, handicap or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

JOB DESCRIPTION

Job Title: Coordinator, Officiating Education Program
Department: Hockey Operations – Officiating Program
Reports To: Director, Officiating Education Program
Basic Function: Development and implementation of officiating education initiatives, supervise officials and instruct at officiating seminars, assist Director of Officiating and Manager Officiating Administration with day-to-day operations.

Essential Functions and Responsibilities include, but are not limited to, the following:

- Assist Director of Officials Education with coordination and organization of all officiating education programs, events and related activities – including local seminars, summer development camps, district officiating seminars, instructor training programs and international events. (This may include planning, recruitment, development and on-site administration of these events.)
- Membership development through the recruitment and retention of officials. Communicate regularly with officiating program volunteer personnel through telephone calls and written correspondence.
- Assist with the preparation and distribution of resource materials for USA Hockey's officiating program and programs in development.
- Assist Manager – Officiating Administration with registration process, as necessary.
- Assist with section meeting logistics and reports related to officiating membership.

Minimum Qualifications and Requirements:

- Bachelor's degree in sports management, physical education or related field is required.
- Knowledge of USA Hockey's officiating program as well as prior experience within the organization is helpful.
- Excellent organizational skills and superior ability to work with others, particularly in a volunteer setting.
- A minimum of 3 years of professional work experience in a sport related setting, preferably in hockey.
- Strong written, verbal communication and problem solving skills are essential.
- Working knowledge of computers and databases is beneficial.
- Considerable travel is required.

Physical and Mental Requirements:

The ability to communicate and work cooperatively with internal staff and external personnel is extremely important. The ability to make clear decisions, based upon company policy, to make sound judgments and to exercise independent thinking is mandatory. The ability to be a logical problem solver with the ability to plan, organize and complete work on a deadline. Additionally, the ability to understand, comprehend, recall and communicate policies and procedures is essential. The candidate must have the ability to lift and use commonly found office items, the ability to read and write, the ability to sit for long periods of time are all mandatory.

Location: Walter L. Bush, Jr. Center (national headquarters) Colorado Springs, Colo.

Salary: Commensurate with experience

Availability: ASAP

Application Procedure: To apply, submit a letter of application, current resume (including list of references) and salary history must be received by March 2nd, 2009: (no phone calls, please)

USA Hockey, Inc.
Attn: Director, Officiating Education Program
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Colorado Springs, CO 80906
Email: MattL@usahockey.org
Fax (719) 538-1160

USA HOCKEY, INC.

Job Description

OFFICIATING PROGRAM COORDINATOR

BASIC FUNCTION

To assist the Officiating Program Director in the development, implementation and supervision of the daily operations of the Officiating Program.

REPORTING RELATIONSHIPS

The Officiating Program Coordinator reports directly to the Officiating Program Director (Staff). In addition, he/she reports to the National Referee-in-Chief and Section Director (volunteers) on a regular basis. Together with the National Referee-in-Chief and Officials Section Director, the Officiating Program Coordinator must establish a positive working relationship based on cooperation and trust.

The Officiating Program Coordinator must also be responsive to the needs and requests of the USA Hockey Board of Directors and the Affiliate Associations.

SPECIFIC RESPONSIBILITIES

National Officiating Program

Assist the Manager – Officiating Administration, with the registration process, including the production and distribution of all printed materials and responding to registration questions.

Assist Director – Officiating Program with writing, editing, and illustrating the printing and distribution of official's education resources, rule book and instructor training manuals annually for distribution at local seminars. Write, edit and direct the development of instructional video tapes as deemed necessary. Attend and instruct at seminars and programs as necessary. Work with volunteer staff to monitor quality of instruction and the overall seminar experience.

Assist in the organization and implementation of all details and logistics for all National Development Programs, District Officiating Seminars and any new programs deemed necessary. Instruct at as many of these programs possible. Select and invite all staff and participants in accordance with the guidelines established for each program. Compile and distribute follow up evaluations of all participants. Incorporate, experiment with and implement new, innovative officiating procedures.

Assist in administering a national officials' evaluation system and mentor program, which will assist officials in obtaining quality on-ice performance appraisals. Entertain feedback from the Board of Directors, Referees-in-Chief and others. Recommend USA Hockey officials for positions in professional leagues, college conferences and international assignments. Monitor the progress of all recommendations throughout the year.

Assist the Coordinator – Officials Development, Junior A & B, with the identification, recruitment and supervision of officials for the USA Hockey Junior Officials Development Program. Coordinate logistics for pre-season camps and events and maintain accurate database of past participation while tracking their future success.

Seek new methods of increasing official's registration each year. Speak about the officiating program at various functions. Work closely with the Affiliates, High Schools and Colleges to encourage awareness of officiating and participation in officiating.

RELATED DUTIES AND RESPONSIBILITIES

Serve as a resource person and assist the District Referees-in-Chief in problem solving, receiving supplies, coordinating projects and other officiating related issues. Assist in arranging the logistics for meetings and the recording of minutes for distribution to the Board of Directors and appointed personnel.

Handle incoming correspondence & grievances regarding the Officiating Program at all levels.

Assist the Officiating Program Director with all logistics pertaining to the Playing Rules Committee and development and production of the Officials Playing Rules and Casebook. Coordinate and develop the official interpretations of the playing rules. Answer correspondence and questions concerning the interpretation of the playing rules.

IDEAL CANDIDATE

A Bachelors degree with an education or Sports Administration background is strongly preferred.

A superior knowledge of hockey officiating is essential. Knowledge of writing skills, publication procedures and visual instruction is preferred. "Personal relation" skills are required to a high degree. Applicant must be likable. Organization and leadership skills are essential. A minimum of five (5) years officiating experience is necessary. This experience should be at a variety of levels; grassroots and elite. Supervision experience is preferred.

The Officiating Program Coordinator must be willing to relocate to the National Office location. Out of town travel on weekends is very much a standard part of the job.

Extensive computer skills are helpful and highly recommended.

Personal characteristics and traits:

1. Organizational and administrative skills
2. The ability to work with others, particularly in volunteer setting
3. The ability to work on a wide range of projects simultaneously
4. Enthusiasm: genuine interest in the task at hand