



Part-Time Youth Hockey Administrator

Location: Glenwood Springs, Colorado Mountain College

Commitment: Part-time, flexible hours

Are you organized, detail-oriented, and passionate about youth sports? Grizzly Hockey is seeking a **Part-Time Youth Hockey Administrator** to handle the behind-the-scenes operations that keep our program running smoothly.

About Us:

Our association has made great strides in rebuilding Grizzlies at the youngest age levels over the past year, and we're looking for a leader who can continue that momentum. We need someone who is committed to operational excellence.

Key Responsibilities:

- Manage league registrations, player records, and scheduling.
- Coordinate ice time, game logistics, and travel arrangements.
- Handle communications with families, coaches, and league officials.
- Assist with fundraising, sponsorships, and financial management in collaboration with the board.
- Support the hockey director and coaching staff with administrative needs.

Ideal Candidate:

- Strong organizational and communication skills.
- Experience with program administration, youth sports, or nonprofit management preferred.
- Proficient in email, spreadsheets, and scheduling tools.
- Passion for youth development and community engagement.

Compensation:

\$25-30 per hour commensurate with experience

We are also looking for:

Part-Time Youth Hockey Director (Hockey Operations)

Location: Glenwood Springs, Colorado

Commitment: Part-time, flexible hours (including evenings and weekends)

Are you a leader who loves hockey and developing young athletes? Grizzly Hockey is looking for a **Part-Time Youth Hockey Director** to guide the on-ice and player development aspects of our program.

Key Responsibilities:

- Oversee player development across all levels, ensuring age-appropriate skill progression.
- Support and mentor coaches, helping establish consistent training methods and practice plans.
- Work with the administrator to coordinate team schedules and events.
- Promote recruitment and retention strategies to grow our program.
- Act as a liaison between players, coaches, and the board to align hockey operations with the association's mission.

Ideal Candidate:

- Background in hockey (coaching, playing, or development experience preferred).
- Strong leadership and communication skills.
- Ability to engage and inspire players, coaches, and families.
- Passion for youth sports and community development.

Compensation:

\$25-30 per hour commensurate with experience

Please Note:

While both positions are **part-time**, we're looking for individuals who are **fully invested** in helping our program thrive. One candidate may fulfill both positions if desired and qualified. In the future, position hours could be expanded up to a combined total of one full-time position if registration growth goals are met.

Interested? Apply by Friday, March 7, 2025 by emailing grizzlyhockey@gsyha.org with your resume and a brief statement of interest.