

Trine University
Job Description
Youth Program Director/ Assistant Rink Manager

Job Title: Youth Program Director/Assistant Rink Manger
Department: Thunder Ice Arena
Reports to: Rink Manager
Approved by: Kayla Warren, SVP/CFO
Prepared date: 04/21/2026

Position Title: Youth Program Director/Assistant Rink Manager

Position Summary

The Youth Program Director will lead Thunder Youth Hockey and Skating programs, with a focus on teaching life lessons through the game. These programs emphasize teamwork, respect, accountability, and having fun while fostering a positive environment for all participants. The program is built on long-term athlete development, preparing players and coaches to succeed both on the ice and in life. This role also supports daily rink operations and game event management to ensure a safe, organized, and high-quality experience for all participants and patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Youth Program Director Responsibilities

1. Develop and implement long-term vision and objectives for Youth Hockey Programs, working closely with the community, YMCA, and local schools.
2. Develop and implement annual revenue and expense budgets for youth programming.
3. Assist in the recruitment of volunteer coaches and facilitate participation in the coach selection process.
4. Facilitate and participate in coach development within the Youth Hockey Program.
5. Ensure the Youth Hockey Program promotes age-appropriate skill development at all levels.
6. Assist in the assignment of ice times across all teams and levels within the Youth Hockey Program.
7. Assist with the planning, coordination, and coaching of summer hockey camps.
8. Oversee Learn to Skate programs including communication with participants and staff.
9. Hire and train work study students to assist in teaching hockey and skating during the school year.
10. Direct, manage, implement, and develop ongoing policies and procedures for all youth hockey programming, with emphasis on risk management and safety of all participants and staff.
11. Oversee all hockey-related equipment used within the Youth Hockey Program, with an emphasis on safety and quality.
12. Direct the planning and execution of marketing efforts for all youth programs.

Assistant Rink Manager Responsibilities

1. Assist the Rink Manager with daily rink operations and overall facility management.
2. Open and close the rink as assigned, ensuring proper setup, safety checks, and secure shutdown procedures.
3. Operate, or be willing to learn to operate, ice resurfacing equipment (Zamboni).
4. Perform, or be willing to learn, skate sharpening and basic equipment maintenance.
5. Assist with game operations for youth, high school, ACHA, and NCAA hockey events, including scorekeeping, clock operation, and event setup/breakdown.
6. Support supervision of rink staff and part-time employees during assigned shifts.
7. Perform duties with limited supervision and make sound independent decisions.
8. Other duties as assigned.

QUALIFICATIONS:

1. Bachelor's Degree Required

Bachelor's degree in Sports Management, Education, Recreation, Business Administration, or a related field.

2. Relevant Experience

Minimum of 2 years of experience in ice-related youth sports programs, including hockey and/or skating instruction, or coaching.

3. Hockey & Skating Knowledge

Strong understanding of youth hockey development models (e.g., age-appropriate skill progression, long-term athlete development) and basic skating instruction principles.

4. Leadership & Program Management Skills

Demonstrated ability to lead programs, manage staff/volunteers, and coordinate multiple schedules and events effectively.

5. Operations & Facility Experience (Preferred)

Experience with or willingness to learn ice rink operations, including ice resurfacing (Zamboni), skate sharpening, and general facility maintenance.

6. Communication & Organizational Skills

Excellent communication, organization, and customer service skills, with the ability to work with athletes, parents, coaches, university staff, and community partners.