

# We're Hiring At The Hockey Academy

The Hockey Academy has several part time openings. Interviews will be conducted beginning in late July. Jobs start in early August.

The Hockey Academy was founded in 1992. Our company operates adult and youth leagues, tournaments and clinics in Massachusetts and New Hampshire. The jobs below are based out of our main office in Hudson, NH unless noted otherwise.

We're looking for several energetic, sports minded people. In the right situation with the right person, combining of one or more of these jobs for more of a full time schedule will be considered.

Please send resumes to: The Hockey Academy, Inc. 43 Lowell Road, Hudson, NH 03051 or email to [contact@thehockeyacademy.com](mailto:contact@thehockeyacademy.com) Please no phone calls.

## **Customer Service/Office Manager**

Hours 9am-1pm Monday through Friday

\$12 per hour

Duties include answering phones, taking participant registrations, purchasing office supplies, assisting with AP and AR, general administrative duties, etc. Applicant should have basic computer skills including knowledge of word and excel and be able to multitask well.

## **Customer Service/Inside Sales**

Hours 1pm-5pm Monday through Friday

\$12 per hour

Duties include answering phones, taking participant registrations, telemarketing customers and administrative support for program operations including assisting with league/tournament schedules, rosters, etc. Applicant should have basic computer skills including knowledge of word and excel and be able to multitask well.

## **Operations Coordinator**

Hours Approximately 5-10pm on average 2-4 nights per week Sunday through Thursday

\$12 per hour plus gas allowance for travel

Duties include visiting league locations in Eastern Mass and Southern NH, coordinating referee and league manager schedules, rink marketing displays, quality control for leagues and tournaments, off site and on site customer service. Day will begin in Hudson, NH office and end at various rinks. This job includes a floating schedule of different nights each week – minimum 2 nights, maximum 4 nights depending on the week. Applicant should have basic computer skills including knowledge of word and excel and be able to multitask well.

### **On Site Tournament Director at Waterville Valley, NH**

Part Time/Seasonal

This position requires weekend stays at Waterville Valley, NH for youth hockey tournaments that run Friday, Saturday and Sunday. Lodging is provided by The Hockey Academy, but you must provide your own transportation. There are a few tournaments scheduled for October and November 2010 and approximately 3 weekends each in January, February and March 2011. Pay depends on the size of the tournament and can vary greatly from \$200 to \$500 per weekend. On a busy weekend, you'll have little time to relax, but you can earn decent money. On a quiet weekend, you can treat it as a working vacation in the White Mountains.

Duties include directing all aspects of the tournament at the rink including welcoming teams, resolving conflicts, selling tournament merchandise, maintaining tournament standings and handling award presentations to teams.

This position is available to several people who would like to manage a few tournaments each or one person who would like to commit to all of them.

### **Early Morning Referee**

Early Morning Referee Needed for one 6:30am non check, adult game each Thursday morning in Woburn and/or Reading, MA. Pay is \$35 per game.