



WANTED: General Manager - U20 Men's Irish National Team

The IIHA invites applications for the position of General Manager with the U20 Men's Irish National Team.

The position is voluntary and the successful candidate will commence work immediately. As Ireland is not currently part of the U20 category in the IIHF Championship Programme, the immediate work will concern the organising of an event/tournament that is outside of the IIHF Championship Programme for the team to take part in.

To apply for this position you must:

- provide references upon request
- be vetted by the appropriate authorities once appointed
- become a member of the IIHA and continue to be a member throughout the period that you hold the position
- be proficient in the use of email
- email your application to office@iiha.org*

The deadline for applications to this position is **5:00 pm on Monday, 8th August 2011.**

If you do not receive confirmation that your application has been received you should contact the IIHA immediately at office@iiha.org.

*Should you have any difficulties with submitting your application via email and require assistance or need to discuss alternative methods to submit your application, please contact Dean Kelly immediately on either [+353-86-082-7866](tel:+353-86-082-7866) or [+353-1-686-5213](tel:+353-1-686-5213).

Your application must include your:

- full name
- date of birth
- postal address
- telephone number
- email address
- details of any club affiliations
- Curriculum Vitae outlining any relevant experience (hockey or otherwise) which may be of interest or value to the position.

A select number of applicants will be called for an interview and following these interviews the General Manager of the U20 Men's Irish National Team will be appointed.

Irish Ice Hockey Association

The length of term that the successful candidate will have shall be discussed at the interview stage. However, the position will be subject to regular evaluations including an Annual Review.

GENERAL DETAILS

Your roles and responsibilities will include but are not limited to:

- Assisting the Head Coach in appointing the coaching staff who will assist with the team's preparations
- Working with the coaching staff to determine tryouts, practice sessions and games
- Organising and informing players and coaches alike of said tryouts, practice sessions and games
- Determining and organising fundraising events
- Reporting on the progress of the team and communicating with the players, coaches and the Executive Committee alike through meetings, emails and phone calls.
- Primary role in organising all travel arrangements to and from any event/tournament that is organised for the team
- Assisting the Executive Committee in securing sponsorship for the team

Immediate tasks will include but are not limited to:

- Creating a season's plan in conjunction with the Head Coach and Executive Committee for all events i.e. tryouts, practice sessions, games and fundraising events
- Determining and organising fundraising events

The position:

- Will involve approximately 2 - 5 hours of work per week
- Will be subject to regular evaluations including an Annual Review

The Executive Committee will at all times support you in your role by providing guidance and assistance whenever required.

If you have any queries please do not hesitate to contact the IIHA at office@iiha.org.