Saint Michael's College
Job Description

Job Title: Head Men's Ice Hockey Coach/Event Supervisor (Full-time 11 months, benefits)

Department: Athletics

Supervisor or Manager: Senior Associate Director of Athletics and Director of Athletics

Date Created: 07/14/05 Last Revised: 07/14/05 FLSA Status: E

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• The management of the team is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department
• The coach is an exceptional representative of Saint Michael's College, both on and off the ice.
• A safe environment exists that ensures the physical and emotional well-being of team members during team travel, practice, and competition
• Roster size is effectively managed to comply with Title IX and budgetary restrictions
• The program is conducted in strict accordance with NCAA, ECAC, and NE-10 rules and regulations.
• The team is competitive, regularly finishing with at least a .500 or better overall record and finishing in the top 50% or better in the conference
• Mutual respect exists between the coach and team members
• The Head Coach has regular communication and is well connected with team members, usually having at least 3 individual meetings throughout the season to mutually discuss issues and areas for improvement
• A year round program plan is implemented which includes off-season conditioning and individual/team development
• All aspects of the recruitment of potential students are strategically planned and effectively coordinated
• Prospective student inquiries are responded to in a timely manner, top prospects are identified, campus visits are coordinated and regular communication occurs with prospects and the Office of Admissions
• Team members are fully engaged in any department-wide fundraisers, Life Skills programs, and community service projects
• Team uniforms and equipment needs are identified, ordered, cared for, and returned in a timely manner
• Coach-controlled team expenses are managed within the team budget, are properly accounted for, and are reconciled in a timely manner
• Non-conference contests, special trips and other program issues are discussed and approved by the administrative liaison prior to commitment
• All coaches work cooperatively with department members, with a spirit of collegiality and teamwork
• The Coach is actively engaged in off-campus talent evaluation, both in and out of region
• Each prospective student’s background and talent is scrutinized in depth, resulting in recruiting athletes that are a good fit.

Essential Duties and Responsibilities:
• Plans and conducts practices during the season on a daily basis
• Designs, conducts and supervises an off season conditioning program
• Coaches the team members during competition throughout the season
• Recruits prospects for the team throughout the year and maintains database on CAi software
• Articulates Saint Michael’s College mission and vision as needed
• Counsels student-athletes with a focus on personal development
• Responds to requests and inquiries specific to the program, from within the department and College as well as outside
• Manages and reconciles the coach-controlled team expenses
• Attends staff meetings on a regular basis
Secondary Responsibilities:
• Makes public appearances on behalf of the College as needed
• Monitors academic achievement of team members by regular communication with professors
• Maintains outstanding faculty, administration, alumni, and parent relations
• Conducts fundraising activities to raise money to benefit the program

Positions Supervised:
• Part-time Assistant Coach

Major Contacts:
• Athletics department staff
• Students (high school/prep & college)
• Alumni
• Parents
• Community members

Demonstrates Excellence:
• Understands and fully supports institutional decisions that are made in the best interest of the College
• Maintains outstanding relationships within the department that enhance the staff’s ability to work as a team
• Establishes exceptional relationships with team members built on mutual respect and healthy communication
• “Goes the extra mile”, is willing to step in and help out as needed, makes the extra effort to ensure things get done well
• Possesses excellent interpersonal skills and the ability to respond effectively to a wide range of people in a broad range of relationships and situations
• Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
• Operates independently, yet also has the ability to work cooperatively with others
• Has an excellent record for timely responses to inquiries from athletic staff/administrators
• Motivates team to achieve exceptional performance record (80%+ wins and/or top tier of conference)
• Helps individuals or team qualify for post-season play.
• Participates in opportunities for professional development by attending conventions or coaching conferences and/or publishing books or articles in coaching publications
• Generates substantial admission applications, equal to at least 2.5 times the team roster size of 28.
• Inspires academic excellence which is reflected in the team consistently achieving a GPA of 3.0 or better
• Creates substantial support for program through ambitious marketing and community service efforts
• Receives individual recognition of team members on all conference, all region, All-America or All-Academic teams
• Recognized as outstanding coach or team by national organization, conference, or institution as “coach of the year” or similar accolade
• Displays good long-range planning skills for the future development of the program
• Provides special opportunities for team members by fundraising for and participating in special trips (out of region or international)
• Has high visibility on campus through service on committees and attendance at campus functions
• Exhibits exceptional faculty, alumni and parent relations supported by special programs, events or communication that furthers relationship development
• Integrates into the community through extensive community service projects and service on an organization’s board
• Holds a leadership position on regional or national committees or with organizations pertinent to coaching
• Implements successful clinics/camps and/or community outreach programs

Education and Work Experience:
• Bachelor’s degree, Masters preferred.
• Minimum of 5 years of collective experience in coaching or collegiate (or higher) sport participation, preferably more.

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.
Language and Literacy Skills:  
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:

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Other:
CAi database for recruiting

Licenses, Certifications and Other Requirements:
• Current CPR certification to be renewed annually
• Basic First Aid certification to be renewed every three years
• Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy to personally transport team members or to use college-owned vehicles for recruiting/other college business

Physical Demands:
Work is often performed in an environment requiring:
• Sitting or standing for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• Moderate physical effort
• Limited exposure to physical risk

While performing the duties of Head Coach, the employee is occasionally regularly required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Flexibility to work long, irregular hours with possible evening, weekend and holiday hours
• Availability for extensive team travel may be required
• Must be able to tolerate exposure to rink environment/climate changes
• Coaches of Ski, TN, VB, GO, XC are required to drive College vehicles to transport team members to training and/or competition
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Other duties: It is estimated that the head hockey coach position is .85 FTE. The .15 FTE of the position will be Event Management in fall and spring (18 total dates for events).

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.