

Saint Michael's College Job Description

Job Title: Assistant Coach, Women's Ice Hockey

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 05/11/2005

Last Revised: 05/30/24

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 Head Coach is assisted in all aspects of the game
- A safe environment is created for the players on the team
- Video analysis is provided and implemented in a manner that benefits the team's overall performance
- A strategic plan for recruiting is put in place and effectively managed to bring qualified athletes to campus
- Scouting for games occurs consistently and effectively
- Fundraising activities, educational programs, and other community services are carried out
- Uniforms and equipment are ordered in a timely manner
- Meals on team road trips are planned and expenses are budgeted for those trips
- A plan for preseason dryland is provided
- Students are academically advised

Essential Duties and Responsibilities:

- Helps plan and conduct practices
- Supervises pre- and post-season workout program
- Coaches team during practice and games
- Recruits for student athletes to enhance the quality of the team on an ongoing basis
- Upholds goals and mission of the College
- Manages money for road trips
- Provides video analysis and scouting for games
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Monitors academic performance of the players
- Remains in good standing on campus
- Helps with fundraising activities

Positions Supervised:

- None

Major Contacts:

- Department members
- Students
- Prospective students
- Admissions staff
- Alumni

- Parents
- Community

Demonstrates Excellence:

- Understands and fully supports institutional mission
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- 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 that enhance the team's recruiting efforts and alumni relations
- Prioritizes job responsibilities well, works quickly and efficiently, recognizes what is most important to the department
- Operates independently, yet also has the ability to create a great working environment with others
- Motivates team to achieve outstanding success athletically and academically
- Participates in opportunities for professional development by attending conventions and/or coaching conferences
- Is appropriately visible on campus to faculty and staff
- Creates great opportunities for the team through active membership in fundraising activities

Education and Work Experience:

- Bachelor's Degree or equivalent combination of education and experience
- competitive and/or coaching experience highly desired, preferably at the college level
- Experience playing college hockey

Analytic Skills:

- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

Language and Literacy Skills:

- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

Computer/Technology Skills:

- Familiarity with Microsoft Office products

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*

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position 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
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Coach, the employee is 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
- Must be able to tolerate exposure to outdoor environment/climate changes
- Ability to stick to the mission, philosophy and goals of the institution
- Capacity to work effectively with a diverse group of people and in various situations

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.