

New England College

Employment Job Description

Position Title: Head Women's Ice Hockey Coach (full-time, 11 months)

Department: Athletics

Reports to: Director of Athletics

Position #:

Category:

Level:

HR Use Only

Position Purpose

The Head Women's ice Hockey Coach manages all aspects of the women's ice hockey program with emphasis on recruiting, enrolling, educating, retaining, and graduating highly-qualified student-athletes. The Head Women's Ice Hockey Coach creates a positive, winning culture and an exceptional student-athlete experience; and ensures that the New England College Women's Ice Hockey program is administered with full commitment to compliance with regard to all institutional, conference, and NCAA rules and regulations.

Duties & Responsibilities

- Administers and develops all aspects of the NCAA Division III Women's Ice Hockey program
- Successfully recruits highly-qualified student athletes on a national level who possess academic achievement, character, and athletic skill
- Ensures a highly-competitive team with a full roster on an annual basis
- Mentors and leads student-athletes to augment and sustain retention rates
- Creates an appropriate academic culture for team members and provides adequate academic monitoring, support and counseling for student-athletes
- Manages the women's hockey budget while exercising full fiscal responsibility
- Generates annual fundraising revenue to supplement additional program needs
- Successfully and strategically creates a well-balanced, challenging game schedule
- Coordinates and oversees all team travel and recruiting trips
- Evaluates equipment and uniform needs, manages existing equipment and uniforms, and purchases new equipment and uniforms, as needed
- Plans and executes practice sessions that challenge student-athletes and develop their skills and team play
- Organizes and teaches individual skill instruction for players
- Scouts opponents and develops and implements successful game strategies
- Markets and directs on-campus hockey camps and clinics
- Coordinates and manages multiple social media platforms to promote the team
- Effectively supports team and departmental discipline procedures
- Coordinates team community service projects
- Supervises and mentors assistant coaches
- Performs other duties as assigned

Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none">• Knowledge of NCAA Division III rules and regulations• Excellent communication skills• Strong recruiting skills at the college level• Strong administrative skills with the ability to manage a competitive college program.• CPR/AED certifications required within one month of appointment• Flexible hours. Travel Required.	<ul style="list-style-type: none">• A minimum of three years of demonstrated recruiting and coaching experience and success at the college level.• 2-4 years of college-level playing experience	<ul style="list-style-type: none">• Bachelor's degree is required.• Master's degree is preferred.