

# **GORDON COLLEGE**

## ***Position Description***

### **Title: Head Coach – Hockey Club**

**Function:** Under the direction of the Director of Athletics and in cooperation with the Hockey Club Business Manager, this coach develops and implements all facets of the Hockey Club Program at Gordon College. The level of responsibility includes not only areas specific to the sport, but also a responsibility to the holistic well-being of the participants. The outcomes of the program will be measured not only by the conventional means of measuring athletic success, but also by the ability of the coach to fulfill the mission of the college. This will be demonstrated by the mentoring of student-athletes to develop the wisdom and maturity necessary for positive citizenship and Christian leadership.

### **Description of Duties and Tasks:**

#### **Essential Responsibilities:**

#### **Coaching Duties**

1. Develops a successful program, including a highly competitive, championship-driven team, a well-developed academic support structure, as well as significant spiritual mentoring of the young men who participate.
2. Recruits athletes who fit and contribute to the mission of Gordon College and of the department. This requires attending Admissions-related functions when possible, significant correspondence to inquiries and eventually travel to watch prospective applicants.
3. Directs and supervises all aspects of the Hockey Club program, including organization and direction of team practices, event coaching, and other duties appropriate to the program.
4. Develops, in conjunction with the Hockey facilities coordinator and the Hockey Club Business manager, a practice schedule and facilities use calendar.
5. Participates in professional activities and associations of other college Hockey coaches when possible.
6. Develops and maintains discipline within the Hockey Club program.
7. Works in cooperation with the Hockey Club Business Manager and manages the Hockey Club budget and inventory with integrity.

8. Schedules events for the Hockey Club program in conjunction with the Director of Athletics and within the guidelines of any governing body and Gordon College.
9. Must submit a year-end report annually which summarizes the past season highlights and goals accomplished. Format will be directed by the Director of Athletics.

### **Departmental and Community Duties**

1. Develops and maintains a professional and active relationship with co-workers, faculty and staff, administration, alumni, friends of the college, and trustees.
2. Participates in the life of the Gordon College community.
3. Communicates with the Director of Athletic Communication/Sports Information Director to make sure that all public relations responsibilities are covered, including any statistical reporting needed.
4. Attends Athletic Department meetings and functions when possible.
5. Monitor the academic progress of the Hockey Club student-athletes.
6. Knowledgeable of, and adheres to, the rules and regulations of the NCAA Division III, the Commonwealth Coast Conference, ACHA, NECHA and any other governing body.
7. Works within the framework of the rules and regulations of Gordon College.

### **Supervisory Responsibilities**

Recruits and supervises strong assistant coaches and volunteers to run a multi-faceted Hockey Club program. The overall competitive success of our program will be driven in part by the quality and diversity of our assistant coaches within each specialized area. All assistant coaches must be approved by the Director of Athletics.

### **Budgetary Authority and Responsibility**

In cooperation with the Hockey Club Business Manager has authority and responsibility in regard to the Hockey Club program, as well as any associated camps, clinics, inventories or activities in that sport, if any.

### **Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. A bachelor's degree is required, and a master's degree is preferred. Past experience in coaching at the NCAA Division III, ACHA or NECHA level is preferred but not required.
2. Effective leadership skills and motivational abilities with highly successful mentoring experiences.
3. Understanding and appreciation of Christian liberal arts higher education.
4. Ability to be a team player within the athletic department and the institution.
5. Strong desire to work with and relate to student-athletes.
6. Sound administrative ability with emphasis on organization.
7. Effective communication skills, both written and verbal.
8. Positive style of leadership.
9. Since coaching involves highly irregular hours, the coaches will have flexibility in determining normal and consistent work hours. A weekly schedule of office hours, practices, games, and other activities should be available to the Director of Athletics. Coaching often requires taxing physical activity, so maintenance of appropriate fitness levels should be achieved.
10. Familiar with basic computer operations, and able to use common office equipment.
11. Ability to operate specialized software for sports administration is desirable.