



Notre Dame Hounds Hockey has been producing outstanding female student-athletes for over 27 years. Every year we have representation provincially, nationally and internationally from our female student-athletes. As part of the Hockey Office team at Notre Dame, you will play an important role by promoting and establishing the Female Hockey Program at Athol Murray College of Notre Dame. You will be accountable for the recruitment and retention of Notre Dame's two female hockey teams. We are looking for someone to increase attraction to Notre Dame through promotion of spring showcases, summer hockey schools, a spring team and female hockey tournaments. This position allows for you to get further involved by coaching one of the two Notre Dame female hockey teams.

Notre Dame is looking for individuals who are customer focused and demonstrate the influence and persuasion to attract female athletes to our program. Individuals must be driven and personable to step into the role as the Female Hockey Coordinator. Candidates must demonstrate honest and ethical behaviour to maintain the integrity of the College. We are looking for someone who can build effective and trusting relationships and successfully communicate to a wide variety of audiences in diverse situations.

The essential roles for this position include, but are not limited to:

- Executing recruitment and retention for female hockey players at Notre Dame for each academic school year to ensure sustainability for the program.
- Ensure the programing, development and evaluation of the female hockey program.
- Creating and executing a communication plan with student-athletes and their parents.
- Participate in the promotion of Notre Dame and current students.
- Plan and organize scouting and recruiting trips for the Female Hockey Program under the direction of the Director of Hockey.
- Development of and adherence to Notre Dame Hockey coaching, philosophy and systems.

Requirements:

Candidates must bring the education and experience to succeed in this opportunity – after all, we're counting on you. We are looking for candidates who have a Diploma or Certificate in Business Administration, Communications, Kinesiology, Sport Management, or a combination comparable experience. Candidates must have experience in coaching, scouting and recruiting players; HP1 coaching level is considered an asset. Notre Dame requires individuals who are open to flexible working schedules as this position will involve evenings, weekends and travel; individuals must have an ability and willingness to travel. Candidates must have a clean Criminal Record Check with Vulnerable Sector and have a valid driver's license.

Why you should apply:

- Get involved with a community striving to make a difference in student-athletes lives
- Excellent benefits and comparable market rate pay
- Professional Development opportunities
- Opportunity to live in affordable staffing housing in the village



Athol Murray College
of **Notre Dame**

Interested candidates should submit cover letters and resumes, with references, to:

Human Resources Department
Athol Murray College of Notre Dame
P.O. Box 100, Wilcox, Saskatchewan S0G 5E0
Fax (306) 732-4405
Email: nd.employment@notredame.ca