Title: Assistant Coach for Men's Ice Hockey (Casual Position, No Benefits)

Department: Athletics

Reports to title: Head Coach of Men's Ice Hockey

Full Time: X

Date Prepared: July 17, 2019

Job Group and Level: NA

Regular Daily Work Schedule: ______ to ______

Pay Type: Monthly X

Months Per Year: ______ Hours Per Week: ______

(Summer Months) Months Per Year: ______ Hours Per Week: ______

1. **Summary of Position:** The position will assist the head coach in all aspects of a highly competitive NCAA Division III ice hockey program. The position will include responsibilities such as recruiting correspondence and evaluations, daily operations, practice planning, coaching, scouting, player development, and various other administrative tasks as assigned by the head coach. The position requires an understanding of the role of intercollegiate athletics in a highly competitive academic environment. Requires night and weekend work, and overnight travel to away games and tournaments. The assistant coach takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

   40% Coaching
   - Assists with in-season coaching and teaching to develop student-athletes’ skill, conceptual understanding and teamwork
   - Assists in practice planning and player development
   - Actively involved in scouting of opponents
   - Actively involved in film breakdown for scouting and player development

   40% Recruiting
   - Coordinate recruiting correspondence and database management
   - Organize recruiting tournaments for efficient evaluation of talent
   - Assists with the coordination and organization of student-athlete on-campus visits

   15% Program responsibilities
   - Ensures compliance with College, NESCAC, and NCAA rules and regulations

   5% Perform any and all other related duties as assigned or directed by the head coach

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.
3. **Internal-External Interaction/Communication:**
Straightforward operational interactions/communications and collaboration across the College and conference schools.

4. **Education:** (include certifications and licenses)
   - **Required:**
     - Bachelor’s Degree
     - A valid driver’s license and successful credentialing is required in order to operate College vehicles.
   - **Preferred:**

5. **Experience:** (List specific skills necessary to perform this job)
   - **Required:**
     - Collegiate playing and/or coaching experience
     - Excellent interpersonal and written communication skills
     - Strong organizational and time management skills
   - **Preferred:**

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Repetitive motions including arms, legs, hands, feet, wrists, fingers
   - Movement including skating, bending, walking, crouching, running, jumping and standing
   - Exposure to outdoor elements including exposure to fluctuations in temperature and weather conditions
   - Visual – close concentration
   - Lift, carry, pull and push up to 20 pounds

7. **Decision Making:**
Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies

8. **Supervision Exercised/Received:**
Minimal supervision received from the Head Coach of Ice Hockey

   **Supervisory Responsibility:** Yes ________ No  X_______

   **Number of Employees Supervised** _________