

Billeting Coordinator

JobID: 616

Position Type:

Administration/Staff

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Date Posted:

1/19/2022

Location:

NFA Foundation, Inc.

Norwich HC seeks a billeting coordinator to develop and maintain a strong program of support for players traveling to stay in Connecticut and be a part of the Norwich HC program. This is a part-time position and continued employment is subject to the creation of the Norwich HC Hockey Team. The Billeting Coordinator will report to the General Manager.

Responsibilities include:

Developing and recruiting a strong network of possible host families around Norwich and Eastern Connecticut. Ensures all families have undergone proper background and reference checks.

Ensuring the billeting program follows all SafeSport and USA Hockey policies and remains in compliance.

Placing players with billets in consultation with Norwich HC General Manager.

Remaining a dedicated liaison between players, host families and Norwich HC coaches and staff.

Developing a set of policies and procedures for players and host families to follow.

Ensuring players have their own room, study area, nutritious meals and laundry service and that players adhere to the household rules set down by the billett family.

Establishes and maintains communication with the player's parents.

Takes necessary action to address any concerns from families and/or players.

Strong commitment to Norwich HC's DEI Policy and to growing the game of hockey.

Please submit a cover letter, resume and three current letters (within 2 years) of reference with your application.

Only online applications submitted to www.nfaschool.org/employment will be considered.

Closing Date: Until Filled

Compensation: This position will initially pay \$1,500 a month until formation of the team. Future compensation will be assessed by the candidate and Norwich HC once the team is created and could involve a larger scope of duties; including coaching or student support moving forward.

NFA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all members of our community.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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