



Vacancy Notice

Position: Head Women's Ice Hockey Coach

Reports to: Director of Athletics

Status: Full-time regular, 12-month, exempt

The College:

Paul Smith's College is a small, private baccalaureate and associate degree granting institution located on a 170-acre campus adjacent to Lower St. Regis Lake in the 6-million-acre Adirondack Park of northern New York State. The College is committed to providing all students with an outstanding undergraduate experience through engaged teaching, experiential learning, and personal attention. Paul Smith's College seeks student athletes who will represent the college and their sport well, and who are as motivated to succeed in the classroom as they are in competition.

Position Summary:

Under the general supervision of the Director of Athletics, the Head Women's Hockey Coach coordinates recruitment, scheduling, strategic planning, and student athlete development for the Paul Smith's College Women's Hockey program. In addition to the coaching responsibilities, each full-time coach is responsible for providing support for a series of administrative and facilities management tasks as part of a team of professionals within the Paul Smith's College Athletics and Recreation department.

Head Coach Duties and Responsibilities:

- Provide on-site coaching during athletic competitions and practices.
- Design, implement, and facilitate a comprehensive training program for student athletes which includes pre-season, in-season, and post-season training considerations.
- Develop and coordinate an annual competition schedule that clearly identifies travel and budget plans to support transportation, accommodation, and meal provision during all away games.
- Serve as on-site game day coordinator on an as needed basis for home games by ensuring facility readiness for athletic contest, the provision of athletic officials/athletic trainer, and communication with visiting teams and coaches.
- Manage and maintain all equipment associated with the women's hockey program.
- Manage and track all phases of competitive student athlete recruitment in collaboration with the Admissions Department and in alignment with college policy and relevant athletic association.
- Demonstrate effective use of recruiting techniques, tools, and online platforms to attract and maintain communication with prospective student athletes.
- Set strategic and realistic goals for new student athlete recruitment that supports the College's enrollment goals, a healthy rosters model, and student academic success.
- Work with the Marketing Department to generate content for the College's social media platforms and website.
- Maintain an online database to provide accurate records regarding individual and team statistics.
- Build and sustain positive and supportive relationships with student-athletes that provide appropriate mentorship and prioritize a strong commitment to academic success and campus engagement.
- Collaborate with faculty and staff to foster student success and promote degree attainment.
- Respond and communicate according to FERPA guidelines with members of the student's success network including parents, faculty, and support staff.

Qualifications:

- Bachelor's degree required. Master's degree in Sports Management, Outdoor Recreation, Parks and Recreation Management or related field preferred.
- Minimum of 2 years' experience coaching, preferably on the collegiate level.
- Working knowledge of rules and strategies of hockey.
- Experience in recruitment and team management of an intercollegiate program.
- Record of teaching and modeling character, values, and responsibility.
- Ability to work cooperatively with faculty, staff, student, and constituent groups outside the College, to support the continued enhancements and development of the hockey program.
- Ability to develop an organized program of training to ensure success in intercollegiate hockey competition.
- Ability to provide leadership to student athletes to encourage both successful academic development and competitive performance.
- Certificates or within one year of hire
 - a. Valid certification in CPR and First Aid, instructor certification preferred.
 - b. USA Hockey Coaching Certification (Level 1 or higher).
- Possession of valid driver's license and a motor vehicle record that meets the College's approved driver standard.
- Ability to work evenings and weekends and be able to travel with team.

Paul Smith's College has implemented a COVID-19 vaccine mandate for all employees. New employees will be required to upload proof of vaccination during the onboarding process.

To Apply:

Applicants should complete the on-line application and submit a letter of intent, resume, and contact information for three professional references.

It is the policy of Paul Smith's College to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. EOE/AA/M/F/D/V

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