

Gilmour Academy is an Independent College Preparatory School located in Gates Mills, Ohio an eastern suburb of Cleveland, OH. The school is a PreK-12 Co-ed catholic institution. The Gilmour Academy Girls Hockey Team plays in as an Independent National tournament bound Mid-American District 19-U AAA team as well as league member of the NAPHA. This position will support both our 16-U and 19-U/Prep teams for our girls program within the Gilmour Youth Hockey Association and Gilmour Academy.

### **RESPONSIBILITIES:**

*The Assistant Coach's Responsibilities include, but are not limited to:*

- Assisting the head coach in all aspects of coaching the girl's hockey program.
- Preparing practice plans, assisting and/or running team practices.
- Planning dry land training sessions, preparing and running team video sessions.
- Coordinating travel arrangements and plans.
- Assisting in admission enhancement of student-athletes.
- Provide support with girls youth hockey coaching and initiatives within the Gilmour Youth Hockey Association
- Assist with monitoring student-athlete academic performance.
- Monitor cafeteria, athletic center, ice arena, study hall, weight room, etc. during the school day if available/necessary.
- Performs other administrative and hockey operation duties pertaining to the program as assigned by the Director of Hockey, Head Coach and/or Gilmour Academy.

*The Residence Hall Proctor Responsibilities include, but are not limited to:*

- Must physically reside in the residence hall throughout the academic school year.
- Must be available to work various day, evening/overnight, weekend and holiday shifts according to the duty schedule as prepared by the Dean of Residence Life and other Residence Life Proctors (typically work one weekday/might shift a week - including one weekend a month).
- Understands, maintains and upholds the rules and routines of the Boarding Program.
- Has a genuine interest in other cultures and understands how to build an inclusive and hospitable community.
- Carries out all duties and responsibilities connected to the Boarding Program when on duty (phone, filing, forms, attendance, van-runs, etc.). Must be available to assist students as needed and requested. Performs various "rounds" (social, safety, lights out, room checks, etc.) when on duty. Provides first aid and medical assistance as needed and seeks advice from the school nurse, or takes students to Walk-in-Clinic or call 911 as needed.
- Supervises events, activities and outings throughout the school year.
- Possesses maturity, leadership, and strong communication, interpersonal and decision-making skills while working with a team of Residence Life Proctors. While working with students, has an empathetic approach and patient demeanor while also demonstrating a positive, enthusiastic approach to learning and engagement.
- Possesses excellent judgment and decision-making ability – An ability to work under pressure.

### **QUALIFICATIONS:**

- Recent college graduates are encouraged to apply.
- Extremely high attention to detail, tireless work ethic and passion for the sport of ice hockey.
- Strong knowledge of the sport of ice hockey, playing experience, and exceptional leadership skills.
- Valid, insurable driver's license is required, with the ability to travel to evaluate players.
- Ability to work evenings, weekends and holidays as the schedule dictates.
- Only serious applicants and review of applications will begin immediately until filled. Background check, fingerprinting and screening required for employment. USA applicants only as we cannot support a work visa.

### **BENEFITS:**

- Stipend, 12 month housing and meals during the academic year.
- Great experience and resume builder for someone looking to start or build a career in coaching, athletics and/or education and residence life.
- Perfect position for an applicant looking to start a Master's degree online or at a university/college in the North East Ohio area.

\*Interested candidates should email their cover letter, resume, and three personal references to Director of Hockey, Michael Chiellino at [chiellinom@gilmour.org](mailto:chiellinom@gilmour.org)

**(Please post Immediately and keep posted until September 2, 2022)**