

Assistant Girls Hockey Coach/Residence Hall Proctor - Gilmour Academy - Gates Mills, OH

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/PG Co-ed catholic institution.

RESPONSIBILITIES:

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

- Assisting the hockey director in all aspects of coaching within the girls' hockey program.
- Preparing practice plans, assisting and/or running team practices.
- Planning dry land training sessions, compiling team statistics, preparing and running team video sessions.
- Coordinating travel arrangements and plans.
- Assisting in admission enhancement of potential student-athletes.
- Assist with monitoring student-athlete academic performance.
- Monitor cafeteria, athletic center, ice arena, study hall, weight room, etc. during the school day.
- Performs other administrative and hockey operation duties pertaining to the program as assigned by the Director of Hockey 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.

- 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.

- We are looking to fill this position effectively immediately.
- 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:

- Competitive Stipend, 12-month housing (summer housing is available but not mandatory), and meals during the academic year. Ability to earn extra income through our summer and seasonal hockey camps/clinics, private hockey lessons and additional supervisory/admission roles at the school when needed.
- Great experience and resume builder for someone looking to start or build a career in coaching, athletics and/or education and residence life. Every former coach in this role has moved onto better opportunities in hockey.
- Experience working in a robust and vibrant residence life program and the ability to work with and coach/train incredibly talented hockey players within our program at our excellent facilities.
- Perfect position for an applicant looking to start a master's degree online or at a university/college in the Northeast Ohio area.

*Interested candidates should email their cover letter, resume, and three personal references to Director of Hockey, Michael Chiellino at chiellinom@gilmour.org

Gilmour Academy is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity. We believe that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability.