

## **Position Title    Head Coach, Women's Ice Hockey**

<b>Classification</b>	Exempt, Fulltime, 12 months
<b>Department/Division</b>	Athletics, Student Affairs
<b>Reports To</b>	Associate Vice President and Executive Director of Intercollegiate Athletics

### **Job Function**

The Head Women's Ice Hockey Coach is responsible for organizing and administering all aspects of the College's NCAA Division III Women's Ice Hockey program. This individual will develop a positive and transformational environment that fosters academic and athletic success that is consistent with the mission of the College, its Catholic identity, and the values of the Congregation of Holy Cross.

### **Essential Elements**

1. Actively recruit qualified student athletes that meet the academic standards and profile of the College; identify potential student athletes through off campus recruitment and coordination of on campus visits.
2. Create and sustain an atmosphere that promotes academic, athletic, and personal growth resulting in overall success of student athletes.
3. Sustain a reputable program evidenced by annual competitive success against MAC, UCHC and non-conference competition.
4. Identify, recruit, supervise, and manage assistant coaches and graduate interns approved for hire.
5. Facilitate and implement opportunities that promote cultural diversity and inclusion within the program (racial, ethnic, gender, sexual orientation, national origin, and religion).
6. Assist in the preparation of a prospective annual operating budget and demonstrate fiscal responsibility by adhering to approved budget.
7. Support initiatives of the Monarch Athletic Fund (MAF) and organize fundraisers that supplement the operating budget.
8. Possess strong organizational and communication skills with the ability to manage multiple tasks at once.
9. Function as a collegial team member by collaborating with all members of the King's College community, especially Athletics, Residence Life, Dining Services, and other departments on campus. including participation in campus events.
10. Adhere to all NCAA and conference rules and regulations.
11. Provide supervision for safety when monitoring any recreational or intercollegiate activity in any King's owned or leased facilities.
12. Manage a secondary administrative duty as assigned by the AVP and Executive Director of Intercollegiate Athletics.

### **Required Skills, Training, and Expertise**

1. Bachelor's degree awarded from an accredited college or university (minimum credential).
2. Demonstrated coaching success at the NCAA level with progressive responsibilities.
3. First Aid, CPR and AED certification.
4. Ability to operate a motor vehicle with a good driving record and be approved by the College's insurance carrier and Human Resources Department. This includes holding a valid US Driver's License.
5. Computer proficiency and aptitude, including knowledge and use of Microsoft Office, Slate or similar systems, and various recruiting and game editing programs.
6. Demonstrated supervisory and management skills.
7. Valid Clearances, including PA State Police, Child Abuse, and FBI Fingerprints are required.

## **Physical Conditions**

Fluid work environment that varies greatly depending on time of year. High volume of work hours is required during the competitive season. Practices, games and recruiting efforts require consistent night and weekend work. Travel on charter buses and vans occurs often. Individuals will need to actively move during practices and games.

Interested candidates please send a cover letter and resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu)

Internal candidates please submit your resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 5/30/2023.