

## Job Description

<b>JOB TITLE:</b>	Women's Hockey Associate Coach	<b>DATE:</b>	July 11, 2017
<b>REPORTS TO:</b>	Women's Hockey Head Coach		
<b>JOBS REPORTING:</b>	<a href="#">Click here to enter Job title.</a>		
<b>LOCATION:</b>	Main Campus		
<b>GRADE:</b>	USG 11		
<b>DEPARTMENT:</b>	Athletics & Recreation		

**PRIMARY PURPOSE:** Support the head coach in a number of areas of the hockey program, including administrative responsibilities, practice responsibilities, game responsibilities, youth hockey camps and programs

**KEY ACCOUNTABILITIES:**

*Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".*

<b>1.</b>	<p><b><i>Administrative Responsibilities:</i></b></p> <ul style="list-style-type: none"> <li>• Assist in pre-scouting opposing teams (video, written game plan)</li> <li>• Assist in gathering recruiting information Includes; identification, contact team management, contact players, do background checks, gather transcripts, watch games</li> <li>• Assist in coordination of statistical information</li> <li>• Watch video with individuals, D pairs, Lines,</li> <li>• Complete a schedule document when we travel; coordinate HC, Equip Manager, Therapist fill in their parts and posted before team function in mornings</li> <li>• Complete term by term Class Schedule on chart.</li> <li>• Keep the 'Year in Review' and present to team at end of season</li> <li>• Run a Goal Setting chart (varies) and keep track and post</li> <li>• Rooming lists when we travel</li> <li>• Meal orders (gather order from each player)</li> <li>• Prepare game day line-up sheet to give to opposition; all stats and personal information should be kept up to date</li> <li>• Assist with Alumni Golf tournament; promotion, prizes, name tags, events, etc</li> </ul>
<b>2.</b>	<p><b><i>Game Responsibilities:</i></b></p> <ul style="list-style-type: none"> <li>• Fill out roster on game report</li> <li>• Do D and/or Fwd meetings in pre-game routines</li> <li>• Offer feedback on game strategy adjustments</li> <li>• Teach on bench</li> <li>• Change the defence pairings or forward lines</li> <li>• Communicate adjustments/feedback to team between periods</li> <li>• Look at video in between periods and help determine what should be shared</li> </ul>
<b>3.</b>	<p><b><i>Practice Responsibilities:</i></b></p> <ul style="list-style-type: none"> <li>• Take Initiative with ideas for practice</li> <li>• Take initiative with ideas for individual on-ice sessions</li> <li>• Assist in all areas of practice planning and delivery</li> <li>• Lead Fwd or Def portion of a Def /Fwd split</li> <li>• Teach and lead drills on ice</li> </ul>

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<b>4.</b>	<p><b><i>WHOC Youth Hockey Camps and Programs:</i></b></p> <ul style="list-style-type: none"> <li>• Promotion of our camps and programs</li> <li>• Organization and hiring of camp coaches/staffing</li> <li>• Lead on ice instructor for all camps including Waterloo Ravens in-season program</li> <li>• Submission of staffing payroll for camps</li> </ul>
<b>5.</b>	<p><b><i>Student Athlete Recruiting:</i></b></p> <ul style="list-style-type: none"> <li>• Identification through scouting and recruitment of potential hockey student athletes</li> <li>• Organization visits of potential student athletes</li> </ul>
<b>6.</b>	<p><b><i>Commitment:</i></b></p> <ul style="list-style-type: none"> <li>• This position requires the candidate to be flexible in hours, including evening and weekend work, holidays to be scheduled around CIS and University of Waterloo operational timelines. The position will exceed 40 hours per week in peak times. The position will require the successful candidate to travel, primarily in Ontario, but may include out of province or out of country travel.</li> <li>• There is also a mentorship program as part of this job. You will be required to submit weekly logs and be enrolled in a mentorship program that requires monthly meetings.</li> </ul>

### POSITION REQUIREMENTS:

*If hiring today, what would be the minimum requirements?*

**Education:** An undergraduate degree is required or equivalent education and/or related experience

**Experience:** NCCP HP1 certified or willing to complete HP1 (preferred) 3 Year's minimum coaching experience in female hockey Valid driver's license and access to a reliable vehicle (mileage will be reimbursed). Valid passport Vulnerable Sector Check Proficient in Microsoft Office (Excel, Word, PowerPoint etc.) Proficient in Social Media (Facebook, Texting, Twitter, Instagram etc.)

**Technical:** Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Proficient	Proficient	Proficient	Proficiency in other electronic communications (i.e. email, social media) is necessary to ensure strong communication with staff and participants.

### NATURE AND SCOPE:

- **Interpersonal Skills:** Must be capable of relating successfully to all members of the University community and respond to queries in a professional manner, and possess the ability to work successfully both with and without direct supervision and within a team.
- **Level of Responsibility:** This position is responsible for monitoring academic eligibility of student athletes. The consequence of an error when monitoring eligibility can result in major implications to the individual and/or team and fines.

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- **Decision-Making Authority:** Ability to exercise sound judgement when assessing and responding to inquiries and concerns. Has the ability to make daily operational decisions pertaining to functional areas (schedules, vendors, rates, etc) and resolve problems. Can also recognize when to involve the Manager.
- **Physical and Sensory Demands:** This role involves minimal physical demands and moderate sensory effect resulting in slight fatigue, strain, or risk of injury.
- **Working Environment:** The role involves minimal to moderate exposure to psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (i.e. phone calls, emails, and unplanned but urgent service requests) that are impacted by varying student volumes at different times of the year.