

Job Title: Assistant Coach BK Selects Boys Hockey

Reports To: Senior Director of Boys Hockey

The Bishop Kearney Selects Residential Hockey program in collaboration with Bishop Kearney High School empowers young men and women to reach their full potential- academically, athletically, spiritually, and socially - by providing a college preparatory, elite athletics, and a values-based Catholic education in a student-centered family atmosphere. Bishop Kearney and the Selects Program celebrates the variety of cultures, backgrounds, beliefs, and perspectives each member brings to our community. We are committed to building and sustaining an inclusive and equitable environment for our students to learn and thrive, and our faculty and staff to work and grow professionally. Every member of our community, school and beyond, contributes to the overall success we have experienced, both current and future.

Summary:

Dedicated and passionate Assistant Hockey Coach with a strong background in player development, team strategy, and game preparation. Proven ability to support head coaches in executing practice plans, analyzing game performance, and mentoring athletes on and off the ice. Experienced in fostering team culture, maintaining discipline, and promoting sportsmanship. Brings excellent communication skills, a deep understanding of the game, and a commitment to helping players reach their full potential.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Trains, and mentors student-athletes in every aspect of on-ice and off-ice development with special emphasis on building developmental habits.
2. Sustain an atmosphere that promotes academic, athletic, and personal growth. Which may include scheduled team and individual meetings outside of normal business hours.

3. Provide input as to the evaluation of the athlete's performance and progress. Upload, analyze, and conduct individual 1 on 1 video meetings with each player 3 times a year.
4. Catalogues teaching clips and delivers team video meetings a minimum of one every week.
5. Coordinates and consults with coaches of the U14, 15O, and U16 Teams on a weekly basis to discuss needed areas of improvement.
6. Must attend weekly staff meetings.
7. Must meet with the Director of Player Personnel monthly for a recruitment overview.
8. In coordination with the Dean of Residential Life, and the Res Life Staff; responsible for enforcing the BK Hockey and Residential Handbooks for all discipline infractions for team members. With support of the Head Coach, and necessary Res Life or School Administration staff, assist in addressing all infractions with the student and parents/guardians.
9. Assist in preparing weekly communication to team parents regarding updates and important information.
10. Conducts and documents monthly check-in individual player health and wellness meetings.
11. Responsible for informal check-ins with individual players, helping build and foster the player and assistant coach relationship.
12. Assists with the preparation and delivery of high paced, detailed oriented practice plans that intertwine BK Selects style of play and game strategies.
13. Responsible for being in-person to meet and interview all prospective student-athletes and families for your age group prior to enrollment. In addition, to be available for other recruiting needs as directed by the Director of Player Personnel.
14. Assist Head Coach in organizing and executing a minimum of 1 team building activity every two months, this includes spring term.

15. Participates in Bishop Kearney academic and community events and supports the fundraising initiatives of the BK Selects.
16. Assists Head Coach with coordinating all logistical and hockey operations requirements, including transportation, hotels, pre/post-game meals, managing USA/NYS Hockey roster transactions for UXX team.
17. Assist with transportation for student-athletes in emergencies and as needed situations.
18. In conjunction with Residential Life, assist in monitoring of team's study hall periods in the off-season as needed.
19. Serve as secondary supervisor for student-athletes when the team is traveling, including room and safety checks.
20. Maintains a high-level of professionalism while traveling understanding the responsibility to care for 20+ student-athletes and exhibits high moral judgment.
21. Provides transportation using program owned vans for practices and games on an as needed basis.
22. Serves as residence hall supervisor on a bi-weekly basis (minimum once per two weeks/maximum three per month) depending on staff rotation.
23. Follows all Bishop Kearney policies and procedures.
24. Other duties as assigned.

Education/Experience:

Bachelor's degree and/or a minimum of three years of high-level ice hockey coaching or playing experience.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills and Abilities:

- Work effectively with students, parents, faculty, staff, and administration.
- Demonstrated ability to handle stressful, challenging and emotionally charged situations, create thoughtful, fair, and institutionally-aligned responses.
- Demonstrated ability to engage in collaborative management of programs.
- Capacity to work well with ambiguity and to consider multiple perspectives.
- Provide direct supervision, as well as supportive professional mentorship, to a diverse group of colleagues and students.
- Demonstrated skill in generating and encouraging creative ideas, innovative thinking, and imaginative solutions to problems; willingness to seek out and utilize the views of others.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Capacity to juggle emergency management, and be on call for daily operations of the program as needed
- Appreciation and respect for principles of diversity, equity, and inclusion. Ability to provide support and create a sense of belonging for diverse individuals (age, gender, nationality, race/ethnicity, profession, sexual orientation, etc.).

Language Ability:

Comfortable and capable of representing the institution in multiple contexts, both orally and in writing.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office, Google Suite, and Excel.

Certificates and Licenses:

- Newly hired employees will have a background check completed
- Required to completed Sexual Harassment Prevention Training, Preventing Child Sexual Abuse Training and Van Safety Training.
- Newly hired employees will be subject to an MVR check
- AED/CPR Certification
- USA Hockey Coaching and SafeSport Training/Certification

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move up to 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment:

School, Dorm, and Ice Arenas. Travel Required.

Compensation:

\$35,000-\$40,000

Benefits:

- **Health Insurance** – Employer pays a portion
- **Dental Insurance** – Employer pays a portion
- **Vision Insurance** – Coverage available
- **Life Insurance** – Employer paid
- **403(b) Retirement Plan** – Available for employee contributions
- **PTO**