Banff Hockey Academy

Job Description

Women’s Head/Associate Coach

The Women’s Head Coach of the Banff Hockey Academy will be responsible for the development and implementation of the instructional programs of the Banff Hockey Academy Female Program for both Full Season and Summer programs. The Women’s Head Coach of the Academy will strictly adhere to the values, policies, and guidelines of the BHA. The Women’s Program Coach must be an inspiring individual with high ethical and moral standards and have the best interest of the BHA students as a top priority at all times.

Primary responsibilities of the Women’s Program Coach

- Design and implement (for approval to the President or Athletic Director) a year training program for both on-ice and off-ice activities.

- Establish individual goals for BHA student-athletes for female athletes but not limited to female athletes.

- Monitor athletic, academic, and personal progress of female BHA students through evaluation and progress reports. This is not limited to female athletes.

- Follow budget guidelines.

- Keep accurate records of all activities through daily logbook.

Secondary responsibilities of the Women’s Program Coach

- Coordinate web page player profiles.
- Update web page with scores and activities.
- Liaise with coaches and players and prepare weekly in-house newsletters.
- Liaise with coaches and players and prepare monthly newsletters to be distributed to parents, fans, and sponsors.
- Prepare news releases where necessary.
- Assist in the preparation of game brochures.
- Liaise with League, Hockey Alberta publicity offices where necessary.
- Solicit advertising for Athletic programs
- Assist with the promotional activities of the BHA.
Other General Responsibilities may include:

- Liaise and coordinate all BHA activities with BHA and BCHS staff members.
- Provide tutorial support for BHA study halls.
- Design schedule for games and staff and provide operational support for Challenge Cup Tournament held in Vancouver, BC. (May long weekend)
- Coordinate and organize Summer Development Programs.
- Act as House Parent for 15-18 students. (As required)

Interested individuals should send their resume and cover letter to Billy G. Doherty, President at bdoherty@banffhockey.ab.ca