

Job Description Summary

The Men's Club Hockey Assistant Coach is responsible for assisting the head coach and team's eBoard in all aspects of the team's hockey operations. The assistant coach is required to be present during all practices and games, ensuring all safety standards and guidelines as defined by the American Collegiate Hockey Association (ACHA) governing rules.

Essential Duties

- **Make appropriate decisions regarding the safety and playing ability of team members.**
- **Help the head coach in the planning and execution of all team practices.**
- **Provide feedback on hockey strategies, player development, game lineups, and overall team management.**
- **Assist on bench for all team games in the execution of game plan. Must also have the ability to organize practice in the event that the head coach is not present, such as organizing drills and helping players develop their skills.**
- **Be available to team members to counsel on matters relating to Men's Ice Hockey, and team morale.**
- **Must be able to help manage the team's operations off the ice, such as maintaining the team's good standing with USA Hockey, players' academic eligibility requirements and reporting games scores to the ACHA.**
- **Meet as needed with the Director of Competitive Sports, Athletic Department, and Bentley Arena staff.**
- **Represent Bentley University in a manner that is consistent with the mission of the University.**
- **Assist with recruitment and awareness efforts with regards to Men's Club Ice Hockey as needed. This includes, but is not limited to, information sessions, university events, community outreach, and related support throughout the season/offseason.**
- **Aid in other duties as assigned by the Head Coach. This includes, but is not limited to, social media oversight, attend league meetings, and provide input on the team's budget and expenses.**

Other Duties

- **Management of student participants by reinforcing their commitment to academic performance while balancing participation on an extracurricular team.**
- **Manage the balance of individual team needs and time away from campus for practices and games.**
- **Must have the ability to coach the team during all aspects of a game if the head coach is not present, including but not limited to: filling out game sheets, filling water bottles, maintaining good relationships with referees and trainers, making quick decisions about the hockey game itself, etc.**

Minimum Qualifications

- **High school Diploma, Bachelor's degree preferred.**

- 1-3 years experience playing and/or coaching hockey, preferably in a University club sport program.
- Experience working with an undergraduate population or traditional university aged students.
- First Aid and CPR training is required.
- Safesport certified through USA Hockey.
- Must have USA Hockey Coach's Certifications between level 1 and level 4 (will have to certify every year).

Preferred Qualifications

- Experience playing at the American Collegiate Hockey Association (ACHA) level or higher.
- Experience with Club Sport team building.

Work Environment

- Coaches must be present at all practices and games. This may include evenings, weekends, and travel to out-of-town games/tournaments
- Job will entail two practices per week and 1-2 games per week/weekend once the season begins
- Ability to travel with the team and stay overnight for away games as needed.
- Work approximately 10 hours per week (more time allocated for travel to away games as needed) between the months of late August and March.
- Be present at all practices and games and must effectively demonstrate and instruct techniques and skill to team members.

Physical Demands

- Physical skill and effort are very important for this position. Every practice involves physical effort whether it be demonstrating a skill or conditioning
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Bentley University requires references checks and may conduct other pre-employment screening.

DIVERSITY STATEMENT

Bentley University strives to create a campus community that welcomes the exchange of ideas, and fosters a culture that values differences and views them as a strength in our community.

Bentley University is an Equal Opportunity Employer, building strength through diversity. The University is committed to building a community of talented students, faculty and staff who reflect the diversity of global business. We strongly encourage applications from persons from underrepresented groups, individuals with disabilities, covered veterans and those with diverse experiences and backgrounds.

Apply Here: <https://www.click2apply.net/kGLdwdIDZMzb8Cg4nh48pr>

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