

Boston Hockey Academy - Girls 19U Assistant Coach / Recruiting Coordinator

Boston Hockey Academy Girls Program is hiring an Assistant Coach/Girls Program Recruiting Coordinator for this 2024-2025 season. The ideal candidate has collegiate or professional playing experience within women's hockey and would like to begin a coaching career.

*There is an ability to earn extra income by working as an educator within the Academy of Notre Dame - Tyngsboro. You must hold a bachelors degree and have teaching experience. This is not a required part of the job, but is an option for candidates.

Responsibilities:

- Assist in overall program planning and organization.
- Able to attend daily practices and weekend games from September - June.
- Assist with the recruitment of student-athletes on a national and international level.
- Travel to recruiting events with the Program Director.
- Plan and organize school visits with the Program Director.
- Travel with the team to away competitions.
- Work with the social media director to promote our team/organization.
- Communicate effectively with students, faculty, administration, staff and alumni.

Qualifications:

- Drivers License and Passport
- Available from 7am-11am on weekday mornings due to practice time and Flexible on Weekends..
- Collegiate or professional playing experience preferred within women's or girl's hockey.
- Excellent communication skills, both oral and written.
- Registered through USA Hockey within the first few weeks of hire.
- First Aid, AED, and CPR certification within four months of hire.
- Proficient with MS office products (Outlook, Excel, PowerPoint).
- Excellent organizational skills.
- Demonstrated leadership skills and the ability to manage team dynamics.
- Demonstrated organizational ability for practice and recruiting.

Please email your resume to the girls program director at sleacy@bostonhockeyacademy.com.