



Atlantic Coast Academy (ACA) is seeking a motivated and experienced **Girls Academy Director** to lead the growth and development of our new Girls Hockey Program. This individual will play a key role in shaping the program's foundation by overseeing recruiting, staffing, scheduling, and day-to-day operations. The ideal candidate is passionate about player development, highly organized, and eager to help build a competitive program from the ground up.

Position Overview

The Girls Academy Director will:

- Recruit student-athletes for ACA's Girls Academy teams.
- Identify, hire, and oversee members of the coaching staff.
- Assist in developing season schedules and coordinating game logistics.
- Communicate regularly with coaches, players, and families.
- Live on campus in the dorms and serve as a mentor/resource for student-athletes.
- Represent ACA at showcases, events, and recruiting opportunities.

In-Season Weekly Responsibilities

- Communicate consistently with all Girls Academy coaches.
- Assist in developing and finalizing the season schedule.
- Coordinate travel arrangements for games, showcases, and tournaments.
- Help maintain and monitor the Academy's recruiting budget.
- Begin recruiting players for the 2025–26 season and beyond.
- Travel with teams to select showcases and events.
- Participate in and support training camp.

Off-Season Responsibilities

- Recruit new players for the upcoming season.
- Assist in hiring and preparing new coaching staff.
- Collaborate with coaches to ensure readiness for the upcoming season.
- Hold regular staff and team meetings to provide updates and address internal matters.
- Work with USA Hockey to ensure player eligibility and proper registration.
- Support all teams in creating a full, 60+ game schedule.
- Assist with the development of summer rosters and programming.

Qualifications

- Strong background in hockey, preferably with coaching or administrative experience.
 - Proven ability to recruit and evaluate talent at the elite level.
 - Exceptional organizational and communication skills.
 - Experience managing staff and collaborating with multiple teams.
 - Ability to live on campus and serve as a positive role model for student-athletes.
 - Willingness to travel regularly during the season.
 - Knowledge of USA Hockey rules and registration processes preferred.
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Compensation & Benefits

- Competitive salary, commensurate with experience.
 - On-campus housing and meals provided during the season.
 - Travel opportunities with teams and professional development support.
 - Opportunity to help shape and grow a premier Girls Hockey Academy.
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📧 Interested candidates should submit a **resume and cover letter** to mike@acahockey.com & jon@acahockey.com with the subject line: *Girls Academy Director Application*.