

Admissions Officer & Girls Prep Hockey Asst. Coach

Rice Memorial High School
South Burlington, Vermont

Rice Memorial High School, a Catholic, college-preparatory school with a proud tradition of academic excellence and competitive athletics, seeks a dynamic and relationship-driven **Admissions Officer & Girls Prep Hockey Asst. Coach**. This full-time position blends student recruitment and enrollment responsibilities with coaching leadership in our Prep Hockey program, supporting the school's mission to develop the whole student—academically, athletically, and spiritually.

Position Overview

The Admissions Officer & Prep Hockey Coach plays a critical role in attracting, recruiting, and enrolling student-athletes—particularly boarding students—while contributing directly to the success and culture of Rice Memorial's Prep Hockey program. The ideal candidate brings deep hockey knowledge, strong recruiting networks, and a passion for mentoring young athletes in a faith-based educational environment.

Key Responsibilities

Admissions & Recruitment

- Recruit prospective student-athletes for Rice Memorial High School, with a focus on boarding students and prep hockey candidates
- Build and maintain relationships with youth, prep, and club hockey programs, coaches, advisors, and families
- Represent Rice Memorial at showcases, tournaments, recruiting events, and school fairs
- Guide prospective families through the admissions process, including interviews, tours, and enrollment decisions
- Collaborate with school leadership to meet enrollment goals and strengthen the school's athletic brand
- Support international and out-of-state recruitment efforts, as appropriate

Prep Hockey Coaching

- Serve as a coach within the Rice Memorial Prep Hockey program
- Assist in player development, practice planning, game preparation, and team culture
- Mentor student-athletes in academic accountability, character development, and leadership
- Collaborate with the athletic department to align hockey programming with school values
- Uphold and promote sportsmanship, discipline, and competitive excellence

Qualifications

- Extensive knowledge of prep, junior, or collegiate hockey landscapes
- Prior coaching experience at the prep, junior, or high-level youth level

- Experience in admissions, recruitment, sales, or relationship-based roles preferred
- Strong communication, organizational, and interpersonal skills
- Ability to connect authentically with student-athletes and families
- Willingness to travel for recruiting and hockey events
- Commitment to the mission and values of Catholic education

Compensation & Benefits

- Full-time salaried position - **\$28,000**
- Comprehensive benefits package (health, dental, retirement, and paid time off)
- Housing and Meals provided at St. Michaels College based on **8 hours** per week worked in the dorm as a dorm parent.
- Opportunities for professional development and growth within the school community

Please send cover letter and resume to Neil Brodeur at [**brodeur@rmhsvt.org**](mailto:brodeur@rmhsvt.org).