Position Title: Assistant Boys Hockey Coach

Start Date: ASAP, Season Starts November 16 2026

Stipend Amount/Range: Salary Range based on years coached or coaching experience per the Master Agreement Step 1 $3,599.00 - Step 5 $4,386.00

Job Summary: To serve as a guide for carrying out assigned duties, the major responsibilities of an assistant coach are listed on the attached document. Additional responsibilities may be inherent in individual programs for various coaches and sports; these should be delegated by the Activities Director whenever they arise.

Essential Duties and Responsibilities:

- **As an Assistant Coach, he/she needs to:**
  1) Have understanding of rules and regulations regarding the sport as presented in the Minnesota State High School League Handbook. Keep informed of all rules and rule changes.
  2) Keep informed of new developments, innovative ideas and techniques by attending clinics, workshops and reading in the field.
  3) Teach fundamentals in a manner that does not contradict teaching at the varsity level.
  4) Assist the Head Coach in carrying out assigned responsibilities.
    -assist in proper registration of all athletes.
    -assist in making systematic issuance of equipment.
    -assist in providing accurate information for eligibility lists and other reports.
    -assist in implementing athletic/activities objectives.
    -assume responsibility for constant care of equipment and facilities.
    -assume supervisory control over students and teams assigned.
    -be in regular attendance at all contests and practice sessions.
    -apply discipline in a firm and positive manner.
    -emphasize safety precautions; be aware of best training / injury prevention.
    -conduct self and teams in an ethical manner during contests and practice.
    -instruct players in the rules of the game, new developments and innovative ideas.
    -assist in return, storage and inventory of school equipment.
    -recommend athletes for awards.
    -recommend facility maintenance and improvements.
    -recommend equipment to be purchased.
    -recommend schedule improvements.
    -make reports as requested by the Head Coach and Activities Director.
- **5)** Meet prior to and at the end of each season with the Head Coach for direction. Additional responsibilities occurring during the season may be assigned

- Program Organization and Instruction:

    - Organize and instruct the team.
    - Set up and oversee games and practices.
    - Supervise athletes and ensure their safety and well-being.
    - Care for and maintain equipment.
- Scheduling and Coordination:
    - Assist in scheduling games and facilities.
    - Coordinate team transportation.
    - Communicate effectively with parents.
    - Arrange for game helpers as needed.
- Coaching Philosophy and Development:
    - Understand and articulate the purpose and goals of coaching.
    - Apply 3D coaching principles: fundamentals, psychology, and heart.
- Health and Safety:
    - Prioritize athlete health and safety, as well as physical, emotional, and mental well-being.
- Additional Duties:
    - Perform other duties as required.

Requirements:

- The ability to ice skate. Good organizational ability. Background or experience in specific sport or activity.

Application Procedure:

Apply online on Pine City Public Schools district application website.
Present employees must apply within 5 working days on or before November 4, 2026.

Pine City Public Schools is an equal opportunity employer and encourages applications from all individuals regardless of race, color, religion, sex, national origin disability, or veteran status.