



Position Description

Boys Head Hockey Coach

Position Title: Boys Head Hockey Coach
Reports to: Activities Director, Dean of Student Life
Provides Direction to: Assistant Coaches, Student Managers, Volunteers
Date: June, 2026

APPLICATION CRITERIA: Prior coaching experience and/or playing experience at the High School level or above is preferred. Applicants should note that coaching certification may be required by our league membership in the future. The successful applicant will be required to achieve any certifications or licensures that our league would require. Please carefully review: position overview, requirements, additional details and the Key Functions and Essential Accountabilities of this position offering. The Activities Director and Dean of Student Life are responsible for the overall program.

WORKING IN THE CATHOLIC CHURCH (*): Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is preferred that this employee be an active, participating Catholic.

1) **GENERAL RESPONSIBILITIES (*)**:

- Lead and conduct the Boys Hockey program through the lens of the Roman Catholic faith tradition
- Manage and direct the Boys Hockey program with all aspects of the team, including training and competing.
- Develop practice plans for the Boys Hockey program and implement the plan at practices.
- Maintain an accurate inventory of Boys Hockey equipment and uniforms
- Design and execute clinics and camp programs to promote program growth
- Demonstrate ability to work with parent groups, administrators, staff and students
- Demonstrate ability to organize and maintain positive communication with the community
- Any other activities or responsibilities that may be assigned by the Activities Director and/or Dean of Student Life

2) **ESSENTIAL RESPONSIBILITIES (*)**:

A. **Planning**

- Assist in the design and implement an inclusive Boys Hockey program
- Seek and attend continuing education opportunities to help with the growth of the Boys Hockey program

- Review, select, adopt or modify materials and resources that are consistent with the advancement of the Boys Hockey program
- Participate and contribute actively during all Activities Department meetings and evaluations

B. Performing

- Demonstrate faith leadership
- Instruct students in a manner that consistently incorporates best teaching practices
- Establish and sustain positive, mutually-respectful and appropriate relationships with students in all settings
- Maintain various required records and data according to established policies and procedures, ensuring the accuracy and timely availability of such information as needed

C. Professional Relationships

- Develop and maintain collaborative, productive work relationships with colleagues, students, parents and any other individuals in a position to meet student needs and advance their growth, development and achievement

3) OTHER RESPONSIBILITIES:

- Maintain and improve professional competence through staff development activities provided by Rochester Catholic Schools and self-selected professional growth activities.
- Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, training, in-services and any other meetings deemed necessary by building principal.
- Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- Meet all Safe Environment requirements.
- Attend required workshops offered by the Diocese as requested.
- Maintain active membership in appropriate professional associations.
- Other duties as assigned by the Principal

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

QUALIFICATIONS:

- Previous Hockey coaching experience
- Must complete VIRTUS Training (Protecting God's Children) and adhere to guidelines.
- Must observe rules and regulations of RCS and regulatory agencies for the health, safety, and care of children.

Work Environment:

- Work is typically performed in an inside ice arena. However, as part of a coach's professional responsibility, some transportation and supervision of students is required.

Physical Requirements:

- There is some lifting and movement of materials and equipment from time to time, usually <30 lbs.

EMPLOYEE: I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school change.

Employee's signature _____ Date: _____

SUPERVISOR(S): I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor's signature _____ Date: _____