THE UNIVERSITY OF RHODE ISLAND
Women’s Ice Hockey Coach
August 24, 2014 – March 21, 2015
Department of Campus Recreation/Club Sports

BASIC FUNCTION:
Organize, administer and manage all aspects of the University's competitive Women’s Club Ice Hockey Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly responsible for enforcing all guidelines, policies and procedures for: the University, the Department of Campus Recreation, URI Student Senate, CSIC and all governing bodies’ rules of conduct and competition.
- The Head Coach shall promote fair play and good sportsmanship and at all practices and competitions.
- The Head Coach will respect all players, coaches, and administrators at all times.
- Coordinate and direct all team practices.
- Attend all games (home and away) in a coaching and supervisory capacity.
- Work with the Coordinator of Club Sports to set up all team travel logistics for the season.
- Work with the team captains on matters related to overall administration of the team.
- Schedule and coordinate all events including practices, team meetings and competitions.
- Oversee equipment distribution, return, inventory and storage.
- Assist in the formulation of the annual Women’s Ice Hockey Team budget in accordance with the timetable and guidelines set by the Coordinator of Club Sports and Club Sports and Intramural Council (CSIC).
- Directly responsible for ensuring that all duties listed on Assistant Coach contract(s) are performed by the appropriate coach.
- In cooperation with the Coordinator of Club Sports, aid and assist with all team fundraisers.
- In cooperation with the Women’s Hockey Team, ensure that Team newsletters are written, published and distributed to URI Hockey alumni and “friends” at least twice a per year (fall, and spring) as a way of fostering alumni relations. The deadline for newsletter mailings will be determined between the Head Coach and Coordinator of Club Sports.
- Assist in the recruitment of student-athletes interested in URI Women’s Ice Hockey through meetings, campus visitations, and email and telephone correspondence, etc.
- Monitor the academic progress & eligibility of all student-athletes.
- Submit a list of season goals and objectives to the Coordinator of Club Sports.
- Submit a mid-year and end-of-year report to the Coordinator of Club Sports.
- Attend budget hearings with the team captains, if requested by the Coordinator of Club Sports.
- Work with the Coordinator of Club Sports as needed on all items pertaining to the Women’s Ice Hockey program and with issues that may arise with the Bradford R. Boss Ice Arena.
- Submit a current Alumni mailing list including contact information to the Coordinator of Club Sports by May 1, 2015 so that the Department of Campus Recreation will have the most up-to-date alumni listing on file.
• Submit annually, upon request from the Coordinator of Club Sports, team member names for consideration to receive various scholarships (when applicable).
• Attend select University functions and/or meetings as directed by the Coordinator of Club Sports.

OTHER DUTIES AND RESPONSIBILITIES:
Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:
Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:
May be exposed to adverse environmental conditions associated with ice hockey.

QUALIFICATIONS:
Bachelor's degree preferred; At least four years removed from college; Experience coaching hockey at the high school level (college preferred); Hockey playing experience (collegiate preferred); Fundraising experience; Excellent interpersonal skills, and written and oral communication skills; Proficiency with computers; Current first-aid, CPR and AED certification.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

SALARY RANGE:
$10,000 – $15,000 based on experience

APPLICATION PROCESS:
Please submit cover letter, professional resume, coaching resume and three references no later than July 18, 2014 to:

Chris Daigle, Coordinator of Club Sports
Department of Campus Recreation
75 Keaney Road
Kingston, RI 02881
cdaigle@uri.edu
401-874-2732 – Phone
401-874-5901 – Fax