

# JOB DESCRIPTION

**Job Title:** Coach Coordinator

**Effective Date:** September 1<sup>st</sup>, 2016

**Incumbent Name:**

**Reports To:** PSMHC Rep Director

**Remuneration:** \$2,500 per year (plus mileage for travel outside of Parry Sound/Humphrey)

## Job Purpose

To develop a consistent, developmental hockey program focused on both players and teams. The focus of development will be short term (current season) as well as long term and will be based on fundamentals developed by Hockey Canada. for the purposes of establishing, implementing and evaluating on ice and off ice technical development programs liaise with the Representative Hockey Director.

Position is a maximum two year term (Evaluation after year one, by PSMHC Executive)

## ▼ Key Job Functions

- 1 Maintain "Standard Hockey Systems" for PSMHC, from Novice - Midget REP for Coaches & Players
- 2 Assist coaches with Season plan for implementation for each division and provide plans to Exec.
- 3 Review SHS with Coaches, with monthly reviews with each coach. Progress report provided to Exec
- 4 Assist REP coaches with Tryouts & Player Evaluations, for all tryouts for all divisions
- 5 At conclusion of season, go through a self-assessment with each coach. Report provided to Exec.
- 6 Facilitate monthly Meetings for REC coaches, to brainstorm and develop/implement best practices for coaches
- 7 Advise/Recommend PSMHC Executive clinics and training would be required. These may include OMHA specialty clinics, OMHA game day coaching seminars, HC seminars, OMHA/NCCP Coaching upgrading.
- 8 Follow Hockey Canada Matrix/Checklist of development skills for all age categories
- 9 Attend practices, and games (both home & away) for all divisions on a monthly basis. Any travel expenses incurred to attend away games will be submitted and reimbursed by the PSMHC.
- 10 Prepare a detailed report of prior season, all aspects. Submit to Exec 2 meetings prior to AGM, Present to membership at AGM.
- 11 Attend Exec meetings monthly; provide regular updates of status of all areas. How season plan is progressing, successes, challenges.
- 12 Final written report to be submitted prior to AGM, to be shared with membership.

## ▼ Qualifications

*Skills & Knowledge:*

- Strong interpersonal relationship and managerial skills, strong communication skills, strong positive coaching (education) background, knowledge of HC model/structure, strong computer skills, high ethical standards and leadership skills, recognized hockey coaching/technical experience and expertise.

*Experience:*

- In good standing with the OMHA

*Education Required:*

- Valid Development 1 Coaching Certification, Valid Trainers Cert

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Incumbent's Signature

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Date

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President, PSMHC

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Date