

## **Hockey Director**

We invite applications for a full-time opportunity at Edge School in the role of Hockey Director.

### **About us**

Since 1999, Edge School has been committed to making a difference in the lives of our student-athletes. Our mission is to build a culture of personal excellence in academics, athletics and character.

Located 15 minutes west of Calgary, Edge's 170,000 sq. ft. campus and sports facility is home to approximately 360 Grade 4-12 student-athletes enrolled in basketball, hockey, dance, golf, soccer figure skating, multi-sport, fitness or our flex academy. Edge School's rigorous academic program is complemented by a focus on character development and athletics designed to develop 'three-sphered individuals. Graduates gain entry to top universities in Canada, the U.S and abroad, and are part of a network of outstanding alumni, making a difference in their communities around the world.

To learn more about our school, please visit our website at: [edgeschool.com](http://edgeschool.com)

### **Job Description**

Reporting directly to the Director of Athletics and Programming, the Hockey Director is an integral member of the Edge School athletic leadership team and is responsible for the overall management of the hockey program. The director will oversee the day-to-day operations of the hockey department, including the Hockey Skill Academy and Edge School Hockey Team program. In alignment with the Edge School vision and mission, the director is responsible for implementing a cohesive hockey development model that promotes the personal excellence of all Edge hockey student-athletes.

The director will oversee player evaluation, assessment and feedback and lead the annual team selection process. The Director will work collaboratively with the coaching staff and administration to identify, recruit and onboarding Hockey Skill Academy and Team student-athletes and families. The maintenance of stakeholder relationships (students, parents, teachers, coaches, sport governing bodies, etc.) will be a critical component this role as the incumbent will act as an ambassador for Edge School. Furthermore, the Director is responsible for creating a positive sport culture within hockey that promotes Edge's Three Sphere model of personal excellence in academics, athletics, and character development.

### **Key Accountabilities**

The responsibilities of the Hockey Director include, but are not limited to:

#### *Overall*

- Responsible for the supervision and management of the hockey department coaches and skill academy staff.
- Responsible for the operations of all Edge School Hockey programs, including the team and skill academy programs, ensuring alignment of development philosophy throughout the department.
- Oversight of hockey operations: hockey department budgeting, CSSHL responsibilities (including attending playoffs), Edge School tournament coordination, CSSHL showcase coordination, full season scheduling, weekly ice scheduling, skill academy and team



EDGE SCHOOL

ACADEMICS  
ATHLETICS  
CHARACTER

- programs, revenue generating hockey programming, internal communication with staff and teachers.
- Coordination and booking of skill development coaches (power skating, goaltending, skill).
- Manage the development and approval of the personal student-athlete sport plans.
- Work with the Director of Athletics and Programming on the hockey coach professional development plans.

#### *Curricular Outcomes and Feedback*

- Work closely with teaching faculty to support the academic progress of student-athletes.
- Work in collaboration with assigned teaching staff in the delivery of the Edge Character Development curriculum.
- Direct supervision of student-athletes in your care, while on campus and during off-campus activities.
- Provide oversight to ensure that all hockey student-athletes receive on-going feedback throughout the year, including the delivery of formal, written sport reports to student and parents, a minimum of three times per academic year.
- Works in conjunction with academic staff to ensure marks and effort ratings are provided by the coaching staff and entered for all relevant courses.

#### *Stakeholder Relationships*

- Develop and maintain positive and productive relationships with Edge Hockey families, generally as the 2nd point of contact, first being the coach.
- Develop and maintain relationships with league governing bodies, including, Hockey Alberta, CSHL, Hockey Canada, AJHL, BCHL, NCAA, U SPORTS and Hockey Calgary.
- Adhere to all pertinent governing body policies and procedures.
- Responsible for Hockey Canada Registration (HCR) portal compliance for all Edge teams.
- Work closely with the Director of Athletics and Programming on all reporting requirements to league, provincial and national sport governing bodies

#### *Admissions and Recruiting*

- Work in collaboration with the Director of Admissions, Hockey Coaching Staff, and the Director of Athletics and Programming to ensure adherence to the Edge School recruitment model.
- Assist in recruiting the vision and mission aligned three-sphered student-athletes to the hockey program, including teams and skills academy.

#### *Team Operations*

- Ensure that coaches complete and submit yearly plans for approval, as per required timeline.
- Support Director of Athletics and Programming with team expense reconciliations.
- Support the head coaches with recruitment and retention of assistant coaches.
- Oversee the team selection process, including:
  - Internal/returning student evaluations
  - External/prospective student evaluations
  - Communication with current and prospective families
  - Chair of the Hockey Team Selection Committee



- On-ice assistant coaching responsibilities, as necessary.

#### *Programming*

- Work collaboratively with the Programming Coordinator and the Director of Programming to grow revenue-generating hockey programs, such as camps and clinics.

#### *Marketing and Communications*

- Work directly with the Director, Marketing, Services and Events to:
  - Ensure that the Edge Hockey Brand is being marketed and communicated effectively to all key constituents.
  - Team apparel and uniform ordering and inventory control.
  - Provide maintenance support of the Edge Mountaineers website.
  - Provide support with the scheduling and operations of Hockey TV service.

#### *Fund development and stewardship*

- Work collaboratively with the Director, Fund Development to facilitate Advancement and related Initiatives/Programs.
- Support Edge School fundraising activities and assist with donor/partner stewardship.

#### **The ideal candidate will have the following:**

##### *Education*

- A post-secondary degree/diploma or demonstrated experience in key accountabilities.

##### *Experience*

- Completion of, or progression towards, Hockey Canada High Performance 1 certification
- Combined 10 years of coaching, instruction and/or playing experience
- Understanding of the Hockey Canada's LTPD
- Demonstrated understanding and appreciation for sport in an educational context
- Demonstrated ability to identify, recruit and retain athletes

##### *Competencies and Attributes*

- Embrace and model the Edge School Vision and Mission Statement
- Committed to providing a positive, safe, and welcoming environment for all students
- Ability to thrive in a fast paced and dynamic team environment
- Passion for youth sport and athlete development
- Intelligent, reflective, and well spoken
- Engaging personality and ability to connect with students and parents
- Detail oriented and organized
- Unpretentious, genuine, and personable
- Energetic and eager to engage actively with students and parents
- Able to navigate difficult decisions and effectively communicate them to the community

### Compensation

Edge School offers a competitive compensation and benefits package. Salary will be commensurate with skills, education, and experience.

### To apply

Edge School is committed to creating an inclusive workplace that values diversity. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.

If you would like to join this outstanding school that is focused on building well-rounded individuals and fosters a culture of collegiality and personal excellence, we want to hear from you.

- Please email a cover letter and resume to Jason Kerswill at [jkerswill@edgeschool.com](mailto:jkerswill@edgeschool.com) by Friday, July 7, 2023. Please reference the position title 'Hockey Director' in the subject line of your email.
- By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process. All applicants will be kept on file for three months.
- Only those candidates who are selected for an interview will be contacted.