



**Diocese of Cleveland  
Office of Catholic Education**

**Position Opening:  
Assistant Hockey Coach**



725 Gulf Road  
Elyria, OH 44035  
<https://elyriacatholic.com>

**Reports to:** President, Principal and Athletic Director of Elyria Catholic High School

The Roman Catholic Diocese of Cleveland was founded on April 23, 1847. Under the Leadership of the Bishop of Cleveland, it is the twenty-third largest diocese in the United States. The Diocese encompasses the counties of Cuyahoga, Summit, Lorain, Lake, Geauga, Medina, Wayne and Ashland. There are approximately 700,000 Catholics in the Diocese, and Catholic Charities-Diocese of Cleveland is one of the largest diocesan systems of social services in the world. There are 185 parishes, 85 Catholic schools, 1 pastoral center and 1 mission office within the Diocese.

The Office of Catholic Education provides expertise, experience, and energy to lead and assist those who carry out the education ministries of the Diocese of Cleveland. In steadfast support of our over 36,000 students and their families, the Office works to ensure that each school has the capacity to deliver strong, positive, irresistibly Catholic education for continued growth in academic excellence and faith formation.

Please go to our website, [www.dioceseofcleveland.org](http://www.dioceseofcleveland.org), for more information about our Diocese.

***Qualifications:***

1. State of Ohio Teacher's Certificate (preferred, not required)
2. Coaching and administrative abilities
3. Obtain Pupil Activity Supervision Validation & CPR Certification
4. Ability to relate to and inspire young athletes
5. Knowledge of the care of and prevention of athletic injuries
6. Organizational skills/resources to enhance the program
7. Skill in oral presentations
8. Able to get along with other coaches
9. Desire to invest time during season
10. Knowledge of training and conditioning techniques
11. Ability to diagnose player deficiencies/prescribe corrective activities
12. Demonstrate aptitude for successful completion of tasks assigned
13. Successful completion of criminal background check (BCI/FBI) and VIRTUS Training
14. Commitment to the teachings and traditions of the Catholic Church and to best practices in Catholic education. Familiarity with the teachings, traditions, and policies, which apply to formation and development of high school-aged youth.

***Essential Functions:***

1. Assist in developing players for the varsity team with direction from the head coach.
2. Shall carry out the program and recommendations established by the head coach. Under no circumstances shall a coach initiate policies or procedures which are inconsistent with the recommendations of the head coach and Elyria Catholic.
3. Proper attire shall be worn during practice and games.
4. Assist head coach in collection of appropriate physical cards, emergency medical authorization forms and code of conduct for all players.

5. Use the offensive and defensive philosophy as provided by the head coach.
6. Carry required emergency forms for all players, scorekeepers and managers for all practices and games.
7. Assist the head coach in the distribution and collection of all equipment.
8. Replace the head coach in emergency situations.
9. Conduct himself/herself on the field at all times in such a manner that he/she will not insult players, officials or spectators. Do not argue a judgment call by the officials. Know the rules. Be responsible for the conduct of your players. Teach by example. Encourage positive fan involvement.
10. Report all games to the news media and the athletic director.
11. Be willing to attend clinics with the head coach.
12. Assist head coach with off-season coverage, attend staff meetings and assist head coach with scouting and other responsibilities that are delegated by head coach.
13. Organize and conduct practices as needed.
14. Be loyal to the head coach and the program at all times.
15. Supervise all team members before, during and after practice and games.
16. Assist as needed in planning schedules, transportation, officials and setting up for home games.
17. Inform all participants of the safety precautions associated with their sport or activity and teach proper skills to reduce chance of injury. Check all equipment routinely for safety concerns.
18. Be responsible for reporting and care of all injuries.

***Other Duties and Responsibilities:***

1. Serve as a role model for students in how to conduct themselves as citizens and responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other coaching duties as assigned by the athletic director or principal as permitted by the negotiated agreement.

**Evaluation:** By Athletic Director and Head Coach

**Interested candidates, please submit a cover letter, resume, contact information for three professional references, and a completed [Diocese of Cleveland Employment Application](#) to Athletic Director at [employment@elyriacatholic.com](mailto:employment@elyriacatholic.com). In the subject line, please put 'Assistant Hockey Coach'.**