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Full-Time Assistant Coach – U18 Female Prep

Title of Position: Assistant Coach – U18 Female Prep

Term: Full Time – Permanent

Start Date: August 3, 2026

Salary: $40,000

Announcement Date: June 23, 2026

Closing Date: Open until position has been filled

Okanagan Hockey Academy (OHA) is seeking an Assistant Coach to join our U18 Female Prep team in Penticton, BC. The successful candidate will become part of a world class hockey development program that believes in a commitment to excellence in all areas of the student-athlete's training on and off the ice.

Our Mission

To create an environment that gives every student-athlete the best possible opportunity to achieve and surpass individual potential through structure, support, knowledge and experience.

OHA Background

The Okanagan Hockey Academy is a division of Okanagan Hockey Group Inc., which is the longest and oldest running hockey school in the world. We have provided professional hockey instruction since 1963 and are located in Penticton, British Columbia. We have a state-of-the-art facility to provide a unique development opportunity for each of our student-athletes. The Okanagan Hockey Academy is a prep school environment which consists of 7 teams that include both male and female programs. These programs include teams at the U18 Prep, U17 Prep, U17, U15 Prep, U15, and U18 Female Prep. For more information on Okanagan Hockey Academy, please visit our website at www.okanaganhockey.com

Summary of Responsibilities

Reports directly to the Senior Manager of Hockey Operations; however, has close working relationships with the Head Coach and Management team, to provide the best environment for the student-athlete. Assistant Coaches are responsible for the overall experience of the student athlete both on and off the ice. This includes but is not limited to:

- Working with the head coach to develop and implement on-ice activities
- Assist the head coach in all team activities including off ice training, practices, games and travel
- Develop and implement weekly practice schedules and develop yearly practice plans
- Oversee on-ice practice sessions, develop team tactics and strategies, prepare players for games, manage the bench in game situations, and prepare written and verbal player evaluations
- Transport players as required to and from school, games, etc.
- Assist, attend and participate in meetings and conferences

- Ensures student-athletes are adhering to the Code of Conduct and upholding the standards of OHA at all times
- Ensures all OHG policies and procedures are being met by staff and student athletes
- Assists with parent and player communication
- Promotes and markets student-athletes for future hockey opportunities
- Assists with scouting and recruitment within the Female Programs
- Assists with the execution of spring tryout camps and spring hockey teams as directed
- Follows all Hockey Canada rules and regulations as required by coaching staff

Qualifications & Requirements:

- Post-secondary degree or diploma or equivalent work/professional development experience
- Strong communication, administrative, organizational and time management skills
- Experience working with youth from 12 – 19 years of age
- Experience playing at higher levels is an asset
- Hockey Canada qualifications: Development 1 or High Performance (HP1), Respect in Sport, Gender Equality, and CATT (courses can be completed at time of employment)
- Positive, professional and possess strong listening, written and verbal communications skills
- Ability to build positive relationships with your team and their families, as well as your colleagues
- Proactive, organized and prepared with flexibility to adapt your plans as needed, to ensure the needs of your student-athletes and the goals of the organization are being met
- Approachable and supportive – not only to the student-athletes on your team but also to your colleagues
- Coachable and accepting of guidance from Hockey Operations staff
- Experience with video editing and can pull together player footage – not only for review and coaching purposes but also to help student-athletes looking to move to the next level
- Skate Sharpening and equipment experience is a bonus
- Class 4 Driver's License and a current driver's abstract required at time of employment
- Criminal record check and vulnerable persons check

Application Process

Qualified applicants are invited to submit their cover letter and resume to Mike Needham, Senior Manager, Hockey Operations at mikeneedham@okanaganhockey.com

Only the candidates selected for an interview will be contacted.