



Armstrong Cooper Youth Hockey Association Job Description

Title:	SafeSport Director
Role:	Board member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	No budget responsibility
Term:	Three year, year 3 in cycle
Compensation:	full hours

Description/Role: The SafeSport Program was developed in conjunction with the United States Olympic Committee (“USOC”) and is designed to prevent abuse and maximize the safety of our participants in the off-ice environment. The SafeSport Training is part of the Program and is intended to heighten awareness of those that are in supervisory positions over youth participants in our game.

The SafeSport Coordinator will be responsible for being the gate keeper for the SafeSport program for the association and will report to the Board Chair. When this position is not filled it is the responsibility of the Board Chair

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April.
- Must act as primary contact for the association with the State SafeSport Coordinator and communicate all information back to the board
- Will coordinate all communications out to the association regarding the SafeSport Program
- Maintain the SafeSport section of the web site
- Hold annual parent meetings at the beginning of the season or attend all other parent meetings to touch base on the program with parents
- Working with the ACE Director and the Registrar to ensure all required volunteers have been certified as trained
- Write and maintain on the web site the reporting policy, be the intake person for all reports

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- Train the Board on our specific reporting policies
- Manage all SafeSport activities including - locker room signs, locker room instructions for coaches and teams
- Report out monthly to the board on all reports and subsequent follow up
- Work with Member at Large to determine report documents management with in the first month of being in role

Desired Skills:

- Strong communication skills
- Strong organization skills
- Ability to be confidential with information
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman