



Armstrong Cooper Youth Hockey Association Job Description

Title:	Goalie Coordinator
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget responsibility
Term:	One year
Compensation:	Full hours

Description/Role: The Goalie Coordinator supports the Goalie members of the teams.

Goalie Coordinators Position mandatory requirements:

- Support the Evaluations Coordinator in all aspects of the Goalie camp and evaluation process
- Plan with HDC approval and additional Board approval the Goalie specific training for the season
- Manage the Goalie Refund process including the process itself, tracking and reporting, and confirming credits to the parents and the treasurer to issue the credits

Desired Skills:

- Strong communication skills
- Ability to maintain confidentiality
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the required meetings and do work between meetings

Reporting:

- This role reports to the ACE Director