



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Association Coaching and Education (ACE) Director</b>
<b>Role:</b>	<b>Board Member</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Voting</b>
<b>Budget:</b>	<b>Budget responsibility</b>
<b>Term:</b>	<b>Three years</b>
<b>Compensation:</b>	full hours

**Description/Role:** The ACE Director is a partnership of three functions providing oversight and management of parenting education, coaching development, and player development including primary overseer/coordinator for the training of coaches.

### **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
- Member of the Hockey Development Committee
- Must attend District Coordinatore meetings
- Represent ACYHA in a positive manner at all events and in related situations
- Report monthly to Board of Directors
- Maintain "Coaches Corner" page on Association website
- Parent Education Coordinator
  - Education
  - Hockey 101, 102
  - Moving to Travel
  - Concussions
  - Code of Conduct
  - The Hockey System
- Coach Development Coordinator:
  - Recruitment
  - Support/Retention
  - Development
  - CEP - Function as the ACYHA CEP (Continuing Education Program) coordinator: monitor, oversee, and report to district on completion of
  - USA CEP training certification for all levels of association coaches

# Armstrong Cooper Youth Hockey Association

## Job Description

- Age-level
- Topical
- Social
- Reviews & evaluations
- Mentoring
- Lead/Coaches Committee Lead Player Development Coordinator:
  - Coordinator and lead coach interview and selection process
  - Athletic Development Model (ADM)
  - Long-term Athletic Development (LTAD)
  - Goalie Development
- Active participant on the HDC (Hockey Development Committee)
- Lead and/or participate in coach or parent grievance/discipline review process (may include all three individuals)
- Training your successor at the May meeting at the end of your term

### Desired Skills:

- Strong coaching background
- Level 3 or 4 CEP Certification
- Strong communication skills
- Strong leadership
- Conflict Management skills
- Interviewing skills
- Effective time management
- Strong organization skills
- 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
- All Travel Team Coaches report to the ACE Director
- The Goalie Coordinator Reports to the ACE Director