



Armstrong Cooper Youth Hockey Association Job Description

Title:	Association Coaching and Education (ACE) Director
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	Budget responsibility
Term:	Three years, year three in the cycle
Compensation:	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

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- 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