



Armstrong Cooper Youth Hockey Association Job Description

Title:	SKATE Coordinator
Role:	Volunteer
Election/Appointment:	Volunteer, board will approve appointment
Voting Status:	Non-Voting
Budget:	SKATE Budget under the direction of the Volunteer Program Director
Term:	One year appointment
Compensation:	20 hours

Description/Role:

Position Overview: Responsible for overseeing the SKATE program at ACYHA based one on the Minnesota Hockey SKATE programing. Including updating and managing the SKATE information on the web site, managing the team SKATE Representatives, execute the end of year SKATE event, and attend any Minnesota Hockey SKATE meetings for training. This position reports to the Volunteer Program Director.

Program Background: Skaters Keep Achieving Through Education (S.K.A.T.E.) was established to encourage, support and reward youth hockey players who commit themselves to their schoolwork while enjoying the sport of hockey. More information can be found at skatetoachieve.com

At ACYHA all traveling teams are eligible to participate in the SKATE program. Participation is option for all players.

Position mandatory requirements:

- Secure travel team manager names by the end of November and report them to the Volunteer Program Director.
- Send an email out to all traveling teams informing them about the SKATE program by the end of December.
- Hold three SKATE meetings: an intro meeting, a grade turn in meeting and a final pre-event meeting.
- Manage the donation and event elements with support from the travel team managers
- The last year that you serve in this volunter capacity you commit to meet with the next year's representative and the Volunter Program Director to train your sucessor.

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Additional Responsibilities:

- Work with Volunteer Program Director to ensure all volunteer hours are allotted.
- Manage "SKATE Page" on Association website.
- Secure all SKATE event donations for the raffle.
- Secure all SKATE event packet contents for each qualifying player.
- Secure the space for the SKATE Event.
- Manage the execution of the SKATE Event.
- Report as needed to Volunteer Program Director.

Desired Skills:

- Strong communication skills
- Strong organization skills
- Computer skills; e-mail access
- Positive, helpful attitude

Reporting:

- This role reports to the Volunteer Program Director
- This role works closely with the travel team members and will provide direction as needed