



## **Armstrong Cooper Youth Hockey Association**

### **Job Description**

**Title: Mite Program Director-Hockey Development**

**Role: Board Member Election/Appointment: Appointed**

**Voting Status: Voting (one shared vote with Mite Program Coordinator)**

**Budget: Budget responsibility**

**Term: Three years, year one in the cycle**

**Compensation: full hours**

**Description/Role:** The Mite Program Director Hockey Development (HD) is responsible for running the hockey development of mite program.

#### **Position mandatory requirements:**

- Must attend monthly HDC (Hockey Development Committee) Meetings and Represent the Mite Program at those meetings.
- Attend the ACYHA Board of Directors meetings on the second Monday of the month. (shared responsibility with the Mite Program Coordinator at least one present)
- Must attend the annual meeting of ACYHA Membership in April
- Determine Lead Coaches for Mite Levels –Mini Mite, Mite 1, Mite 2, Mite 3, U8 House and U8 Travel
- Recruit Mite Coaches for Each Level and assist registrar to ensure that coaches have met all USA Hockey Requirements
- Direct new mite player placement and appropriate number of skaters at each mite level
- Work with Communications and Marketing Director to recruit and retain Mite level skaters
- Order Mite jerseys
- Recruit Mite Equipment Manager and Review and Order necessary Mite Equipment
- Support all Mite related tasks
- Support Try Hockey for Free and Learn to Skate Program
- Secure Learn to Skate Lead Coach and coaches to staff the Try Hockey for Free and Learn to Skate Events
- Conduct Parent meetings
- Conduct beginning of season coaches meeting
- Conduct Monthly Lead Coaches meetings
- Review and support the practice plans for the Mite Levels
- Support all Mite-related meetings

- Meet with and/or address any parent concerns regarding hockey development, team placement, or coaching issues
- Training your successor at the May meeting at the end of your term

**Desired Skills:**

- Strong communication skills
- Prior Coaching and Hockey Development experience
- Detail oriented
- Effective time management
- 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
- The Mite Equipment Manager reports to the Mite Program Director
- Mite Lead Coaches all report to Mite Program Hockey Development Director