



Armstrong Cooper Youth Hockey Association Job Description

Title:	Assistant ACE Coordinator - Admin
Role:	Non-Voting Board Member
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget responsibility
Term:	Three years, year two in the cycle
Compensation:	full hours

Description/Role: The Assist ACE Coordinator- Admin will support the ACE Director with administrative needs.

Position mandatory requirements:

- Training your successor at the May meeting at the end of your term

Desired Skills:

- Strong administrative skill

Reporting:

- This role reports to the ACE Director