



Mound Westonka Hockey Association Board Position Description

Title:	Hockey Operations / ACE Director
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Term:	Three years
Compensation:	full hours

Description/Role: The Hockey Operations / ACE Director is a partnership of two functions: providing oversight, management and education/training of coaches and player development including primary overseer/coordinator of the Level Coordinators.

Position mandatory requirements:

- Must attend monthly MWA Board of Directors meetings on the third Monday of the month.
- Leader of the Hockey Operations Committee
- Must attend Level Coordinators meetings
- Represent MWA in a positive manner at all events and in related situations
- Report monthly to Board of Directors
- Maintain "Coaches Corner" page on Association website
- Code of Conduct

Coach Development:

- Recruitment
- Support/Retention
- Development and Education
- Monitor USA CEP training certification for all levels of association coaches
- Reviews & evaluations
- Mentoring
- Lead Coaches Committee
 - Coordinator and lead coach interview and selection process
 - Athletic Development Model(ADM)
 - Long-term Athletic Development(LTAD)
 - Goalie Development
 - Lead and/or participate in coach or parent grievance/discipline review process
 - Training your successor 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
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude