



Armstrong Cooper Youth Hockey Association Job Description

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

Description/Role: The Assistant ACE Coordinator Coaches supports the ACE Director with the recruitment, selection and management of coach throughout the season.

Position mandatory requirements:

- Attend meets as required by the ACE Director
- Must attend the annual meeting of ACYHA Membership in April
- Represent ACYHA in a positive manner at all events and in related situations
- Support recruitment efforts for coaches as directed by the ACE Director
- Help manage coaching applications and verifying coaching credentials
- Help the ACE Director with the end of year coaches evaluations out to the membership
- Training your successor at the May meeting at the end of your term

Desired Skills:

- Strong coaching background
- 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

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Reporting:

- This role reports to the ACE Director