



## Armstrong Cooper Youth Hockey Association Job Description

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| <b>Title:</b>                | <b>Girls Travel Team Director</b>              |
| <b>Role:</b>                 | <b>Board Member</b>                            |
| <b>Election/Appointment:</b> | <b>Appointed</b>                               |
| <b>Voting Status:</b>        | <b>Voting</b>                                  |
| <b>Budget:</b>               | <b>Budget responsibility</b>                   |
| <b>Term:</b>                 | <b>Three years term, year one in the cycle</b> |
| <b>Compensation:</b>         | full hours                                     |

**Description/Role:** The Girls Travel Team Director is responsible for the running of the girls travel program.

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April
- Must attend the travel team manager meetings in the fall
- Member of the Hockey Development Committee
- Primary conduit between the Board of Directors and the girls' traveling program
- Manage the level coordinators for the Girls Travel Teams
- Recommend the level coordinator to the Board for appointment at the May Board Meeting
- Work with the Secretary to post the openings in March or April at the latest
- Create the Strategic Vision for the Girls Travel Program for the year or for the three year term, coordinate with the Boys Travel Team Director to ensure continuity where possible, while keeping within the HDC Strategic Plan
- Present the Strategic Vision and Plan to the Board for review at the June meeting
- Implement the Strategic Plan with the support of the level coordinators once they are appointed, to include but not limited to - tournament selections and sign up, team sizes, evaluations process to name a few
- Support the Evaluations Coordinator with the evaluations process
- Partner with ACE Director to ensure adequate coaching staff is in place for each level; may involve participating in coach interview process
- Ensure team placement for all registered players within the girls' program
- Work with level coordinators to secure tournaments and hotel accommodations for teams

## **Armstrong Cooper Youth Hockey Association Job Description**

- Ambassador for girls' traveling program
- Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Must have a minimum of one year of experience with travel teams as a parent or a coach
- Strong communication skills
- 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

### **Reporting:**

- This role reports to the Board Chairman
- The Girls Travel Team Level Coordinators report to the Girls Travel Team Director