

## **ASSOCIATION COACHING AND EDUCATION (ACE) COORDINATOR**

The Hockey Development Committee (HDC) is looking for an individual with strong organizational and communication skills. Along with the HDC, this individual will be responsible for the association's coach and parent education program. This program is an important tool for communication, on-going coach education, and new education initiatives and programs for parents and coaches.

Responsibilities include, but are not limited to:

- Plan, organize and help facilitate coaches meetings
  - HDC will assist
- Plan, organize and help facilitate parent educational meetings
  - HDC will assist
- Plan, organize and help facilitate HDC meetings
  - Attend monthly HDC meetings
  - Plan, organize and create meeting agenda
  - Keep or manage meeting notes
- Liaison between HDC and the PYHA Board of Directors
  - Attend monthly board meetings
  - Report on HDC, answer questions, gather hockey related topics or challenges for HDC to address
- Communicate certification requirements to coaches and ensure compliance with USA Hockey and affiliate certification levels
  - Work with the association's registrar
- Communicate with the District ACE Director, their Affiliate ACE Coordinator, and USA Hockey on all issues related to coaching at the association level
- Assist with other HDC initiatives

This is a volunteer position with an open-ended term.

If interested, send a letter of intent to [hdc@princetonyouthhockey.com](mailto:hdc@princetonyouthhockey.com) by 6:00pm on Monday, September 14<sup>th</sup>

Questions can be directed to:

Jeff Swanson  
612.810.7842  
[jeff.swanson@princetonyouthhockey.com](mailto:jeff.swanson@princetonyouthhockey.com)