



Armstrong Cooper Youth Hockey Association Job Description

Title:	Evaluations Coordinator
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non Voting
Budget:	No Budget Responsibility
Term:	One year
Compensation:	Full hours

Description/Role: The Evaluations Coordinator is responsible for administration and implementation of the annual evaluations process, as approved by the board. This position works hand in hand with the HDC Chair.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month - July thru October and as requested
- Must attend the annual meeting of ACYHA Membership in April
- Must hold and run the ACYHA Evaluations Committee meetings - traditionally first Sunday of the month or as needed
- Provides monthly update report to Board of Directors (from June to December)
- Owns all the documents and form for evaluations
- Must provide copies of all evaluations documents to the Secretary in a timely manner, including post evaluations results for legal reasons, to be kept by the secretary in a secure system with limited access
- Is the primary person responsible for the entering of scores into the system
- Work closely with Ice scheduler to schedule evaluations for each traveling level
- Coordinate evaluators
- Implement the evaluation plan as approved by the board
- Record and collect evaluation results
- Share evaluation results with Boys/Girls Directors to establish teams for each traveling level Document the process at the start of the evaluations season and update the process documents post evaluations
- Host all pre evaluations parent meetings for all levels in both the girls and boys program

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- Post an article on the ACYHA web site about the evaluation process by September 15
- Provide the post evaluations report to the board at the November board meeting
- Training your successor at the May meeting at the end of your term

Desired Skills:

- Strong communication skills
- 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 Chairman