



Armstrong Cooper Youth Hockey Association Job Description

Title:	Boys Travel Teams Director
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	Budget responsibility
Term:	Three years, year two in the cycle
Compensation:	full hours

Description/Role: The Boys Travel Team Director is responsible for the running of the boys 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
- Member of the Hockey Development Committee
- Must attend District Coordinators meetings
- Represent ACYHA in a positive manner at all events and in related situations
- Manage the level coordinators for the Boys 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 Boys Travel Program for the year or for the three year term, coordinate with the Girls 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 boys program
- Work with level coordinators to secure tournaments and hotel accommodations for teams

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- Training your successor at the May meeting 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
- 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 Boys Travel Team Level Coordinators report to the Boys Travel Team Director