



## **Director of Evaluations**

*Time Commitment: 10-15 hours per week in July, August & September, 5 hours per month remainder of the months*

The Director of Evaluations is accountable for the execution of athlete evaluations and team formation by being the overall program manager of evaluations, by coordinating activities with a large functional and cross functional team. The Director of Evaluations is also responsible for comparing, contrasting, reviewing, and making recommendations for modifying any policies or procedures to continuously improve the athlete evaluation and team formation processes.

The following key roles and board of Directors roles collaborate extensively with this position:

- Director of Coaching and the Coach Selection Committee,
- Player Pathway Analyst (via Director of Athlete Empowerment),
- Director of Facilities & Equipment (and the Equipment Room Coordinator and Ice Scheduler),
- Registrar (via Director of Membership Administration), and
- Vice President (and the Volunteer Coordinator, Ringette Calgary Liaison, and the Chinook League Liaison).

The following key roles report to this position:

- Evaluations Alternate (partner in the execution of the plan),
- Division Coordinators x 6 (and alternates if appropriate),
- Evaluator Coordinator,
- UAA Coordinator, and
- Goalie Evaluation Coordinator.

The following committees report to this position:

- Team Formation Committee.

Skills required for this position are:

- A confident and highly organized project manager who can delegate responsibilities and track multiple activities,
- Able to maintain confidentiality,
- Must be patient and respectful with members and ability to remove personal biases,
- Able to use MS Excel,
- Able to navigate or ability to learn to use online programs such as Sportzsoft and Team Genius, and
- Able to use Google products (email, forms, folders, sheets, docs, etc.).

The time commitment for the Director of Evaluations is mostly in the months of August and the first half of September. The Director of Evaluations must be available for the entire duration of



evaluations and be able to respond to inquiries within a short period of time (<4 hours) during the weeks of evaluation. For the remainder of the year, the Director of Evaluations will recommend modifications to the policies and procedures to continuously improve the executability and consistency of evaluations. The Director of Evaluations is expected to attend board meetings throughout the year to support other activities of the Association.