

# Becker/Big Lake Youth Hockey Board

## Position Descriptions

- Voting Board Positions (elected)
  - Position which must be voted on by the general association and hold a voting position
- Appointed Positions
  - Position which a person is appointed into by the elected members of the board and hold a nonvoting position

### **Quick Links to Description**

#### **Board Voting Positions**

[President](#)

[Vice President](#)

[Secretary](#)

[Treasurer](#)

[Program Director](#)

[Operations Director](#)

[Communication Director](#)

[Fundraiser Director](#)

Example Descriptions:

[Voting Example Description](#)

[Non Voting Example Description](#)

#### **Appointed Non Voting Positions**

[Registration Coordinator](#)

[Equipment Manager](#)

[Ice Scheduler](#)

[Head Coach](#)

[Assistant Coach](#)

[Team Manager Coordinator](#)

[Team Manager](#)

[Coaching Coordinator](#)

[Marketing Coordinator](#)

[District 10 Tournament Coordinator](#)

[Big Lake Parade Coordinator](#)

[Becker Parade Coordinator](#)

[Picture Coordinator](#)

[Web Master](#)

[Sponsorship Coordinator](#)

[Fundraising Coordinator](#)

[Goalie Coordinator](#)

[Tournament Coordinator](#)

## Example <Role Name Here>

### (Voting Board Members)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** As a member of the association's board, you are a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

#### **Responsibilities:**

- <insert here>

#### **Functional Areas**


#### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

#### **Job Requirements:**

- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBLYHA Board and membership meetings as scheduled

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## Example <name here>

### (Appointed Position)

Person is appointed into this position by the current voting board members.

#### **Major Role:** <general opening description>

As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

#### **Responsibilities:**

- <insert here>

#### **Functional Areas**


#### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

#### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## **PRESIDENT**

### **(Voting Board Member)**

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** The President shall be responsible for setting the long-term direction of the association and implementing, monitoring, and evaluating all league functions. As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

#### **Responsibilities:**

- Preside over Board and membership meetings
- Act as manager of all board members and tournament directors
- Ensure proper insurance is obtained and indemnity clauses approved by District 10/USA Hockey
- Sign ice contracts as necessary
- Build positive relationships with surrounding youth associations and D10 representatives
- Insure proper budgets are developed and monitored
- Conduct monthly Board meetings, keep board meetings on task and efficiently run
- Recruit new board members
- Attend District 10 meetings and president meetings as required
- Maintain order within the associations parents, coaches and players
- Assist with other roles as required

#### **Functional Areas**

All Board Positions		

#### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

#### **Job Requirements:**

- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBLYHA Board and membership meetings as scheduled

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## **VICE PRESIDENT (Voting Board Member)**

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** The position of Vice President shall be responsible for aiding the president in setting the long-term direction of the association and implementing, monitoring, and evaluating all league functions. As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Serve as escalation point of disputes involving Parents, Coaches, Suppliers, Arenas, etc.
- Sign ice contracts as necessary if President is unavailable
- Insure proper budgets are developed and monitored
- Work with Treasurer to obtain scholarship money for the league
- Approve newsletters, web postings, board meeting agendas, and board minutes prior to distribution if President is unavailable.
- Recruit new board members
- Resolves delinquent accounts
- Run board meetings in the absence of the president
- Attend D10 defined meetings
- Build positive relationships with surrounding youth associations and D10 representatives
- Assist with other roles as required

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBL YHA Board and membership meetings as scheduled

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## **SECRETARY**

### **(Voting Board Member)**

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** The Secretary is responsible for recording minutes at all of the BBLYHA Board/membership meetings and distributing those minutes to Board members for review. As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

#### **Responsibilities:**

- Record minutes from board/membership meeting
- Maintain and expand the programs policy and procedure manual, validate changes and approve the manual for the start of each season
- Communicate/post meeting time and places to the association
- Work with the President to prepare the meeting agendas, distribute to members prior to meetings
- Post all minutes onto the web as unapproved until approved, then switch the status
- Maintain all contact information of board members
- Ensure all copies of policies, forms etc. are up to date, backed up and protected
  - Policy manuals, procedures, By-laws, etc.
- Obtain suitable meeting space and provide date, time, location and agenda, maintain the calendar on the website with meeting information and locations
- In the absence of the President and Vice President, call the meeting to order and conduct the meeting
- Assist with other roles as required

#### **Functional Areas**


#### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

#### **Job Requirements:**

- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBLYHA Board and membership meetings as scheduled

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## **TREASURER**

### **(Voting Board Member)**

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** The Treasurer is accountable for all monies going in and out of the bank accounts. As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

#### **Responsibilities:**

- All league bills will be channeled through the Treasurer for payment.
- During the summer months, the Treasurer will work with other Board members to project and finalize budgets.
- After registration, the Treasurer will accept and deposit funds received by the Registrar.
- Work closely with Team Managers and Vice President to ensure all fees are collected.
- During the hockey season, the Treasurer will collect late registration monies and deposit them.
- Work with the appropriate board members to obtain scholarship money for the league, which will include seeking and writing grant applications
- Record all receipts and payments of association funds
- Reconcile all bank accounts and complete yearly tax requirements
- Work with the tournament to pay for tournaments
- Prepare written monthly financial reports for the board meetings
- Yearend audit compilation

#### **Functional Areas**

Registration Coordinator		

#### **Key Competencies:**

- Working knowledge of compatible accounting software
- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

#### **Job Requirements:**

- Accounting and budgeting experience for companies with many different activities
- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBL YHA Board and membership meetings as scheduled

## **Program Director (2 positions)** **(Voting Board Members)**

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** As a member of the association's board, you are a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

This position is responsible for:

- Managing and driving the defined association program functions
- Seeking out new, innovative methods to continually improve the defined areas people, skills, process's or practices
- Document relevant repeatable practices or processes and help to institutionalize the practices
- Ensure proper documentation is backed up and protected
- Develop an ongoing relationship with the high school coaching staff, build common development practices to bridge the youth and high school programs
- Providing regular, timely status reports back to the association board on the area of responsibility
- Attend regular or ad-hoc scheduled meetings and represents the areas of responsibility
- Maintain regular communications with the areas coordinators and/or volunteers participating within the defined areas of responsibility
- On average, responsible to respond to association, board or general emails and phone calls within a reasonable amount of time (within 3 days under normal circumstances, not on vacation, etc.)
- Participate openly in any and all conversations related to the hockey association and provide constructive input
- Support the overall goals of the association and it's practicing members
- Support all decisions made via the associations decision making process (voting process), independent if you personally disagree with the

### **Functional Areas**

Coaching coordinator	Mite coordinator	Team evaluation coordinator
Goalie coordinator	Tournament coordinator	ACE coordinator

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBLYHA Board and membership meetings as scheduled

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.



# COMMUNICATIONS DIRECTOR

## (Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** This position's primary role is to market our hockey association to our communities and define options, communication strategies and target local advertisement opportunities. This person would utilize local businesses, local newspapers and the association's website for communication and advertisement options. As an appointed position by the BBLHYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Partner with the registration coordinator and define communication methods for advertisement of the association's yearly registration

Examples:

- Community Ed communications, Local business signage, Flyers, Local newspapers
- Local school communications, bulletin, PTSO
- Participate with communications for fundraising events such as a pancake breakfast where required
- Drive the youth sponsorship program with local business's
  - Develop the sponsorship certificate and plaque's in support of the sponsorship levels
  - Maintain and track the current and prospective sponsorship business's
  - Ensure proper recognition of sponsored business's are reflected in yearly parades
- Develop a "**welcome package**" for new participant's and families to our association
- Drive to increase association participation through communications, i.e. increase player counts
- Act as primary contact to local newspapers during regular season for all team's accomplishments

Examples:

- Submit articles and photos for
  - Tournaments, Achievements, SKATE program, etc.

### **Functional Areas**

Web Master	Newsletter	Marketing

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# FUNDRAISING DIRECTOR

## (Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** In this position, you are accountable to organize and drive the events which improve the financial stability of the youth hockey association. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Overall, improve the financial stability of the youth hockey program
- Seek out new opportunities to increase funds into the association
- Seek out methods to provide opportunities to members to lower overall costs of season/ice fees
- Contact individuals and businesses in order to obtain sponsorship money for teams and general sponsorship funds for the association
- Manage the sponsorship process and documentation, continually improve
- Adhere too and complete the sponsorship activities for sponsors, i.e. Letters, recognition, jersey plates, banners
- Collect and identify for the Treasurer all sponsorship and fundraising money
- Provide sponsors tax status documents for IRS records
- Plan, organize and execute on all aspects of the associations fundraisers and community events
  - Ensure proper plans, coordination, volunteers, communications, etc. are being completed
- Provide monthly status report on all activities, plans, progress, etc.

### **Functional Areas**

Fundraisers	Sponsorship	Parades
Picture Coordinator		

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## OPERATIONS DIRECTOR

### (Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

**Major Role:** This position is accountable for the core operational functions of the youth hockey program. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

#### **Responsibilities:**

- Assist the President in daily operations of the hockey program
- Participate in setting organizational goals to improve the program participant numbers
- Participate in setting organizational goals to improve the overall quality of the associations program
- Setup, track and measure program goals and report measurements on a regular basis
- Oversee

#### **Functional Areas**

Registration	ICE Schedules	SKATE Program
Apparel	Team Manager Coordinator	

#### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

#### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# REGISTRATION COORDINATOR

## (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** The Registrar is responsible for keeping an up-to-date record of all registered players and coaches and registering all BBLYHA players/ teams with District 10 and USA Hockey. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Assist coaches to ensure the required District 10/USA Hockey paperwork is completed for insurance purposes. Provide a copy to the insured player's parents.
- Develop a registration roster, which consists of coaches and player names, addresses, phone numbers, and parent names. The Team Manager will distribute a copy to the coaching staff and team parents.
- Attend District 10 meetings as required.
- Organize registration time and location and insure it is distributed to BBLYHA members.
- Ensure registration dates, times and locations are communicated thru multiple means 4-6 weeks prior to scheduled event.

### **Communications Examples:**

- Becker and Big Lake news papers
- Becker business signs and Community Center signs
- Big Lake Business signs, school, American Legion, etc.
- Register all Coaches and Players for upcoming season.
- Recruit volunteers to help with registration.
- Ensure all players register at their proper level.
- Update rosters of any changes, additions, and/or deletions and notify Team Manager as required.
- Forward all registration monies to Treasurer.

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend District 10 defined registration meetings
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# EQUIPMENT MANAGER

## (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** The Equipment Manager is responsible for the maintenance, preservation, and purchase of all equipment owned by the BBL YHA. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Organize and maintain an accurate inventory of all association equipment
  - (jersey quantities, sizes, jersey #'s, condition, penny quantities, water bottle quantities, puck quantities and first aid kit quantities)
- Store all equipment properly during the off-season
- Purchase equipment (subject to Board approval) as required
- Distribute equipment to all levels at beginning of season and track
- Obtain quotes for new equipment, all new expenditures require board approval
- Collect all equipment at end of season, validate the equipment a jersey conditions
- Provide a season end inventory report and status on all equipment

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# ICE SCHEDULER

## (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** The Ice Scheduler is responsible for the procurement of ice time from local facilities to support operation of the association, for developing policy on the use and allocation of the ice (subject to Board approval), and for maintaining a positive relationship with the management of the local ice facilities and officials. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Negotiate and procure ice time from local rinks in support of association activities
- Attend District 10 meetings as required
- Develop and manage the association's ice budget
- Develop recommended policies for ice allocation to the board for approval
- Maintain positive relationship with area arena managers and officials
- Has overall responsibility for scheduling team practices and games
- Attends the District 10 scheduling meetings
- Review and approve invoices for the use of ice and officials
- Maintains yearly goal and use reports
- Updates scheduled and posts via the association website, communicates updates
- Provide reports to board regarding ice utilization.
  - Review all practice/game schedules
  - Review ice usage reports (use to budget)

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
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- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## **HEAD COACH**

### **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** Head coach shall be responsible in organization, educating and communicating the game of ice hockey for his/her players. They shall also provide an atmosphere where players can learn and have FUN playing the game of hockey. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

### **Responsibilities:**

- Attend USA Hockey Coaches Certification classes as required.
- Only registered individuals are allowed on the ice per District 10 guidelines.
- Accountable to coordinate the use of the assistant coaches to the best value of the team
- Hold team meetings, which include Players, Parents, Coaches, and Team Manager. These meetings should be geared around communication concerns, celebrations, and league information as it relates to the team.
- Work with Coaches, Parents, and Team Manager to decide on tournament participation, game apparel, and any other activity that requires monetary layout from the parents.
- Communicate to Players, Parents, Assistant Coaches, and Team Managers the rules and regulations of District 10/USA Hockey as they relate to conduct, attitude, attendance and responsibility.
- Develop, distribute, and implement team rules per District 10/USA Hockey guidelines.
- Ensure that all players have and wear appropriate equipment during practices/games. If not, player(s) cannot participate.
- Keep an "open door policy" so that Players, Assistant Coaches, Team Managers and Parents feel free to contact you with concerns or suggestions.
- Evaluate players in the areas of skills, team play, attitude, attendance, and responsibility. Communicate those evaluations to each Player as well as their Parents.
- Plan and conduct practices geared to teaching fundamentals and team skills.
- Report any injuries to the Team Manager and ensure the required District 10/USA Hockey paperwork is completed for insurance purposes.
- Maintain orderly and disciplined conduct of Parents/Players at all times in locker rooms, on the bench, in games, ice rinks, and in general, when representing our organization. Report violations to Board.

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization, facilitation, written and verbal communication skills
- Positive attitude and patience with good teaching skills with the ability to settle disputes
- Experience as a hockey coach in a competitive situation
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus

### **Job Requirements:**

- Must have completed the USA Hockey Coaching Certification Program for the appropriate level required to coach at the division/level
- Plan drills prior to practices, be prepared and leverage the use of all supplied ice time
- Contribute required time which may include weekends and evenings
- Hockey knowledge and experience in a youth hockey organization
- Required to attend association defined meetings when required, required to drive to required locations, i.e. arenas, meetings, etc.
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 6-7 month position that requires at least 6-8 hours per week for planning and

coaching practices as well as games. There will also be time required for travel to league games. Additional time will be required for travel to tournaments as agreed on by all team parents and coaches.



## **ASSISTANT COACH**

### **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** Assistant coach shall participate in the organization, educating and communicating the game of ice hockey for his/her players. They shall also provide an atmosphere where players can learn and have FUN playing the game of hockey. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

### **Responsibilities:**

- Attend USA Hockey Coaches Certification classes as required.
- Only registered individuals are allowed on the ice per District 10 guidelines.
- Accountable to fill in during the absence of the head coach
- Hold team meetings, which include Players, Parents, Coaches, and Team Manager. These meetings should be geared around communication concerns, celebrations, and league information as it relates to the team.
- Work with Coaches, Parents, and Team Manager to decide on tournament participation, game apparel, and any other activity that requires monetary layout from the parents.
- Communicate to Players, Parents, Assistant Coaches, and Team Managers the rules and regulations of District 10/USA Hockey as they relate to conduct, attitude, attendance and responsibility.
- Develop, distribute, and implement team rules per District 10/USA Hockey guidelines.
- Ensure that all players have and wear appropriate equipment during practices/games. If not, player(s) cannot participate.
- Keep an "open door policy" so that Players, Assistant Coaches, Team Managers and Parents feel free to contact you with concerns or suggestions.
- Evaluate players in the areas of skills, team play, attitude, attendance, and responsibility. Communicate those evaluations to each Player as well as their Parents.
- Plan and conduct practices geared to teaching fundamentals and team skills.
- Report any injuries to the Team Manager and ensure the required District 10/USA Hockey paperwork is completed for insurance purposes.
- Maintain orderly and disciplined conduct of Parents/Players at all times in locker rooms, on the bench, in games, ice rinks, and in general, when representing our organization. Report violations to Board.

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization, facilitation, written and verbal communication skills
- Positive attitude and patience with good teaching skills with the ability to settle disputes
- Experience as a hockey coach in a competitive situation
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus

### **Job Requirements:**

- Must have completed the USA Hockey Coaching Certification Program for the appropriate level required to coach at the division/level
- Plan drills prior to practices, be prepared and leverage the use of all supplied ice time
- Contribute required time which may include weekends and evenings
- Hockey knowledge and experience in a youth hockey organization
- Required to attend association defined meetings when required, required to drive to required locations, i.e. arenas, meetings, etc.
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 6-7 month position that requires at least 6-8 hours per week for planning and

coaching practices as well as games. There will also be time required for travel to league games. Additional time will be required for travel to tournaments as agreed on by all team parents and coaches.

# COACHING COORDINATOR

## (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** The Coaching Coordinator shall be responsible in organizing, educating and implementing new programs to all coaches. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

### **Responsibilities:**

- Develop and present on-ice programs within the association
- Design and implement programs at the association level
- Ensure all coaches are certified for their appropriate level
- Plan, develop and organize skating clinics, goaltending clinics, checking clinics and other clinics to meet the specific needs of the association's players
- Meet with association coaches to discuss problems and solutions
- Perform evaluations on coaches during games and practices and provide constructive criticism to improve the program
- Recruitment, selection, training and evaluation of all coaches
- Create coaching evaluation forms and ensure yearly completion of the evaluations
- Create player evaluation forms
- Assist in team evaluation process
- Provide timely status reports back to the association board about coaches status, issues, complaints, etc
- Communicate to Board on inappropriate behavior of players/coaches/parents while attending games
- Declare final team declarations to District 10

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to coaching
- Good organization, facilitation, written and verbal communication skills
- Positive attitude and patience with good teaching skills with the ability to settle disputes
- Experience as a hockey coach in a competitive situation
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Must have completed the USA Hockey Coaching Certification Program for the appropriate level required to coach at the division/level
- Plan drills prior to practices, be prepared and leverage the use of all supplied ice time
- Contribute required time which may include weekends and evenings
- Hockey knowledge and experience in a youth hockey organization
- Required to attend association defined meetings when required, required to drive to required locations, i.e. arenas, meetings, etc.
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 6-7 month position that requires at least 6-8 hours per week for planning and coaching practices as well as games. There will also be time required for travel to league games. Additional time will be required for travel to tournaments as agreed on by all team parents and coaches.

# TEAM MANAGER

## (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** Team Managers shall be responsible for assisting the team coaches in communicating information to the players and parents. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

### **Responsibilities:**

- Review and validate the team roster
- Maintain the teams website with valid season, team and parent information
- Notify the Registration Coordinator of any changes, additions, and/or deletions to the roster
- Attend all Team Managers District 10 meetings or send an alternate to represent the team
- Ensure all games volunteer activities are planned with team parents and scheduled prior to each event
  - Parents will be required to work each home game in the areas of scorekeeper, timekeeper, home penalty box, and visitor penalty box
- Maintain the team roster/book and the score book and ensure its presence at each game
- Assist the head coach in organizing team meetings. These meetings should be geared around communication concerns, celebrations, and league information as it relates to the team
- Relate concerns between parents, players, and coaches as needed
- Research hotel and travel accommodations for the team and provide the information to coaches and parents for all scheduled tournaments
- Work with the Ice Scheduler for any ICE, game or official questions or concerns
- Report all Parent misconduct per BBL YHA/District 10 guidelines
- Optional: Organize a volunteer list of snack and drinks for each game. Ensure the rink policies are followed relative to locker room procedures for food and drinks
- Participate/organize the team year end party

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend D10 defined meetings (usually 1-2 in a season)
- Required to attend association defined meetings when required, required to drive to required locations, i.e. arenas, meetings, etc.
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 6-7 month position that requires at least 6-8 hours per week for planning and coaching practices as well as games. There will also be time required for travel to league games. Additional time will be required for travel to tournaments as agreed on by all team parents and coaches.

# **TEAM MANAGER COORDINATOR**

## **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** Team Manager Coordinator shall be responsible for assisting BBLYHA with validating that each team has an assigned team manager and that each manager is aware of all required duties. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

### **Responsibilities:**

- Define and document a consistent team manager process for all teams
- Ensure each team manager understands all duties and can aid in direction or assistance to individual teams and managers
- Notify the Registration Coordinator of any changes, additions, and/or deletions to the roster
- Attend all Team Managers District 10 meetings or send an alternate to represent the team, make sure all required data is communicated to each team
- Provide regular status back to the appropriate board director as to the team's progress, issues, concerns, etc.
- Aid as a point of contact for team managers to resolve minor issues and needs to keep each team productive
- Promote the teams utilization of the website for communications and organization
- Conduct regular meetings and messages with all team managers to ensure consistency and completion of activities such as:
  - Covering team volunteer hours
  - Signing up team members for additional volunteer needs
  - Communicating any changes in fundraising or events planned within the association

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- May be required to attend D10 defined meetings (usually 1-2 in a season)
- Required to attend association defined meetings when required, required to drive to required locations, i.e. arenas, meetings, etc.
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 2+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# **D10 TOURNAMENT COORDINATOR**

## **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** The District 10 Coordinators primary role is to organize and run the volunteer positions required by BBLYHA for the District 10 Tournament. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board.

### **Responsibilities:**

- Validate all required positions for the tournament has resources assigned from our association
- Recruit the required number of people to fill the tournament shifts
- Act as the primary contact between the BBLYHA board of directors and the tournament coordinator
- Ensure proper schedules and communications of schedules are set for the D10 tournament dates

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 4-8 month position that requires approximately 2+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# **BIG LAKE SPUDFEST COORDINATOR**

## **(Appointed Position – nonvoting member)**

Person is appointed into this position by the current voting board members.

**Major Role:** The Spud Fest Coordinators primary role is to organize and run the volunteer positions required by BBLYHA for the Big lake Spud Fest parade and volunteer positions. This person is accountable to make sure our association has an adequate number of resources signed up to cover the necessary positions expected from BBLYHA at Spud Fest. This person would be the primary point of contact for our association and would be available during the Spud Fest weekend (weekend prior to July 4<sup>th</sup>) to fill any voids and help with unexpected tasks, etc.

### **Responsibilities:**

- Validate all required positions for the Festival have resources assigned from our association.
- Act as the primary contact between the BBLYHA board of directors and the Festival coordinator.
- Ensure what Spud Fest activities our association will perform, such as raking the softball fields and validate we have proper coverage for all the time slots required.
- Ensure that the BBLYHA association is registered for the Festival parade
- Ensure the parade is organized with the following:
  - Some defined float or vehicle with signage or BBLYHA
  - Primary driver defined for the float
  - Communication take place to association members about the event, schedule and needs
  - Association kids are scheduled to skate and participate
  - Candy or products are purchased for parade

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 1-2 month position that requires approximately 2+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

# **BECKER FREEDOM DAYS COORDINATOR**

## **(Appointed Position – nonvoting member)**

Person is appointed into this position by the current voting board members.

**Major Role:** The Freedom Days Coordinators primary role is to organize and run the volunteer positions required by BBLYHA for the Becker Freedom Days parade and volunteer positions. This person is accountable to make sure our association has an adequate number of resources signed up to cover the necessary positions expected from BBLYHA at Freedom Days. This person would be the primary point of contact for our association and would be available during the Freedom Days weekend (weekend of July 4<sup>th</sup>) to fill any voids and help with unexpected tasks, etc.

### **Responsibilities:**

- Validate all required positions for the Festival have resources assigned from our association.
- Act as the primary contact between the BBLYHA board of directors and the Festival coordinator.
- Ensure that the BBLYHA association is registered for the Festival parade
- Ensure the parade is organized with the following:
  - Some defined float or vehicle with signage or BBLYHA
  - Primary driver defined for the float
  - Communication take place to association members about the event, schedule and needs
  - Association kids are scheduled to skate and participate
  - Candy or products are purchased for parade

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 1-2 month position that requires approximately 2+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.



# **ASSOCIATION TEAM PICTURE COORDINATOR**

## **(Appointed Position – nonvoting member)**

Person is appointed into this position by the current voting board members.

**Major Role:** This position's role is to coordinate setup and organize the season's team pictures.

### **Responsibilities:**

- Coordinate pictures with vendor
- Coordinate and the available dates, costs and options to the board for final approval
- Set dates and communicate details in conjunction with the Team Manager Coordinator and Team Managers
- Ensure proper delivery of products to each team manager for delivery

### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- E-mail capability, will utilize email as an official form of communications with team and parents
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 1-2 month position that requires approximately 2+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## **DISTRICT 10 REPRESENTATIVE**

**(Appointed Position – nonvoting member)**

Person is appointed into this position by the current voting board members.

**General Description:** Represent BBL YHA at all District 10 meetings. Communicate all information back to Board/membership meetings.

**Job Requirements:**

- Good communication skills and patience.
- A positive attitude towards BBL YHA.
- Personal Computer with Word and Excel.
- E-mail capability.
- Cellular Phone or Voice Mail capability at residence.

**Time Needed for Position:** This is a 12-month position that requires 2-4 hours per month for communicating information. There will also be time required for travel to District 10 meetings.

**Specific Job Description:**

- Attend all District 10 representatives meetings.
- Communicate all information applicable to the BBL YHA at the BBL YHA Board/membership meetings.
- Communicate BBL YHA concerns to District 10.
- Notify District 10 to get on agenda.

## **Web Master** **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** As the webmaster, your role is accountable to ensure the association's website structure is continually available and ready for each seasons use. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Interact with website vendor as needed to fix issues, explore new features and add enhancements
- Maintain the websites email addresses provided by the website vendor
- Periodically scan the website for out of date information, remove old data
- Single point of contact for the association's board for posting information, files, data, etc.
- Pre-season duties
  - Interact with vendor to clean out all team pages
  - Setup and verify proper team page names are ready and clean for the season

### **Functional Areas**


### **Key Competencies:**

- Solid computer skills including email and word processing is required
- High speed internet access is required for this position as it requires a large amount of time on the internet
- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

## Sponsorship Coordinator

### (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** Your role is accountable to drive the association's sponsorship membership, increase sponsorships year over year and adhere to and complete the sponsorship agreements information and agreements. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Drive sponsorships at all levels
- Increase funds year over year from sponsorships
- Fulfill the sponsorship agreement obligations for each sponsor
- Continually seek out and communicate to potential sponsors within the communities
- Ensure all proper recognitions are provided to sponsors based on sponsorship levels
- Communicate with the high school hockey club and the ICE association to ensure proper engagements with local business's

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, businesses, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 2+ hours monthly, based on the time of year and current level of activities. Requirements may jump to 4+ hours per week during peak activity times.

## **Fundraising Coordinator** **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** Your role is accountable to drive the association's sponsorship membership, increase sponsorships year over year and adhere to and complete the sponsorship agreements information and agreements. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Drive sponsorships at all levels
- Increase funds year over year from sponsorships
- Fulfill the sponsorship agreement obligations for each sponsor
- Continually seek out and communicate to potential sponsors within the communities
- Ensure all proper recognitions are provided to sponsors based on sponsorship levels
- Communicate with the high school hockey club and the ICE association to ensure proper engagements with local business's

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, businesses, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 2+ hours monthly, based on the time of year and current level of activities. Requirements may jump to 4+ hours per week during peak activity times.

## Goalie Coordinator

### (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** Your role is accountable to drive and improve the overall goalie program within our youth program. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Improve the overall goalie program
- Increase the number of goalies within the program
- Improve the skills within the program
- Define and build a goalie skills development program
- Define and develop a goalie practice/skills camps
- Build specific goalie coaches and/or combine practices within partnered associations for specific goalie practices
- Work in conjunction with the associations coaching coordinator and coaches to ensure continuity between practices and training programs
- Assist in developing goalie teaching skills within our general coaches program

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, businesses, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 6+ hours monthly, based on the time of year and current level of activities. Requirements may jump to 4+ hours per week during peak activity times.

## **Tournament Coordinator**

### **(Appointed Position)**

Person is appointed into this position by the current voting board members.

**Major Role:** Your role is accountable to investigate and setup tournaments for each team for the season. As an appointed position by the BBLYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Review tournament options for each level of the youth program and provide a report to the general board for review, input and approval
- Gain approval of the tournament funds from the board and schedule tournaments

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, businesses, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 6+ hours monthly, based on the time of year and current level of activities. Requirements may jump to 2+ hours per week during peak activity times.

## Marketing Coordinator

### (Appointed Position)

Person is appointed into this position by the current voting board members.

**Major Role:** Your role is accountable to develop marketing and communications to improve and enhance the overall awareness of the youth hockey program to our general public and communities. As an appointed position by the BBL YHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

### **Responsibilities:**

- Develop yearly parent season communications in a presentation format
- Setup, schedule and communicate the parent meeting dates, times and locations
- Design, develop and maintain a new parent welcome package to provide a full introduction into the youth hockey program
- Review communications and programs with the defined corresponding board director for board review and approval

### **Functional Areas**


### **Key Competencies:**

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required
- Use of a presentation tool such as Microsoft PowerPoint is required

### **Job Requirements:**

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, businesses, etc.
- Personal computer with word processing and presentation capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

**Time Needed for Position:** This is a 24-month position that requires approximately 4+ hours monthly, based on the time of year and current level of activities. Requirements may jump to 2+ hours per week during peak activity times.