

Arizona Kachinas Billet Coordinator Job Description

The Arizona Kachinas are seeking a billet coordinator for the 2025-2026 season. As many of the student-athletes come to the organization from outside of the Phoenix-metro area, the Billet Coordinator is a key position for the Arizona Kachinas organization. This person helps ensure that our student-athletes and billet families have a positive experience throughout the season.

RESPONSIBILITIES INCLUDE:

- Reporting to the Hockey Director and Team Head Coach.
- Identifying and recruiting potential billet families throughout the summer and hockey season within the community.
- Work with Hockey Director to execute billet agreements and match billet players and billet families
- Attending house visits to ensure potential homes meet team qualifications.
- Serving as a resource to billet families during the season (approximately August – April) to facilitate and be a liaison between the Kachinas organization and players parents/families. The Billet Coordinator will facilitate getting answers to questions and getting the appropriate Kachinas staff member involved to resolve any issues that arise.
- Monitoring student-athlete placement/matches including an initial check-in with each family and periodic check-in throughout the season which can be done in person, over the phone, or via email.
- Assisting billet families in coordinating places for their student-athletes to stay if they need to be out of town.
- Notifying Kachinas staff of any issues that you become aware of, including team rule violations, billet family concerns, player concerns, etc.
- Ensuring all paperwork from the billet families is complete before the start of the season, including USA Hockey registration, SafeSport certification & background checks.
- Maintaining a spreadsheet of all billet family contact information.

QUALIFICATIONS:

- Excellent interpersonal skills
- Strong organizational skills with the ability to multi-task
- Ability to problem solve
- SafeSport Certified
- Background Screened
- USA Hockey Member
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This position will be compensated at \$1000 - \$500 to be paid during the first half of the season and \$500 to be paid during the second half of the season.

To apply or for questions regarding the position please email Arizona Kachinas Hockey Director Zack Savage, email at elitedirector@arizonakachinas.com