



ARIZONA HOCKEY UNION ADVISORY BOARD JOB DESCRIPTIONS 2013-2014 SEASON

AHU REGISTRAR	Annual Stipend - \$1500
<p>The AHU registrar is responsible for registering all AHU team rosters with USA hockey using the Cybersport software. The registration process involves gathering all the USA registrations for players and coaches and submitting the rosters to the Arizona State USA hockey registrar for certification.</p> <p>It will be necessary for the registrar to provide monthly CEP status reports to Club Administration.</p> <p>The club registrar manages the adds and drops for all team rosters and must be available to support team requests in a timely manner, sometimes with little notice over holiday periods.</p> <p>This position co-ordinates the team certification process each December for all Tier teams competing in Arizona State Playdowns.</p> <p>The AHU registrar is also accountable for researching and resolving any rostering issues including unique requirements for any foreign born players and obtaining the necessary forms from parents</p> <p>REQUIRED SKILLS: Strong communications and good general computer skills. A working knowledge of USA Hockey age and division rules. Timely access to email is also necessary.</p>	

AHU COMMUNICATIONS & SOCIAL MEDIA COORDINATOR	Annual Stipend - \$1500
<p>This position coordinates the monthly article submission to Rubber Magazine. This includes developing with the AHU Advisory Board the annual schedule of topics to be written on and manages the deadlines of submission/review/publication of the AHU article page and Kurt Goar's column.</p> <p>The communications coordinator works with the Rubber Magazine staff and editor to connect them with any AHU contacts for Rubber to interview on given topics. This person also ensures that the AHU Board reviews all final drafts prior to publication.</p> <p>Manage external communications and website blasts via NGIN and MailChimp.</p> <p>This position also maintains and ensures announcements and information is posted on Facebook and Twitter for AHU. This requires that new information is published in social media frequently.</p> <p>REQUIRED SKILLS: Strong communications and writing skills. Good computer skills. Working knowledge of administration of Facebook and Twitter social media sites. 1-2 Years with AHU preferred.</p>	

AHU ICE SCHEDULER	Annual Stipend - \$1500
<p>The AHU Ice scheduler is responsible for maintaining the accurate and current schedule of practices for all AHU teams on the website. The schedule also maintains a master schedule of all AHU practices and games in EXCEL and reconciles the schedule to the Rink's invoices monthly. After invoices are reconciled they are forwarded to the Treasurer for payment.</p> <p>The AHU Ice scheduler works with the rinks to obtain the monthly open ice slots and posts them to the websites. This position also manages the team's requests and books and confirms via email slots requested by teams from the lists.</p> <p>This position also tracks the practice ice usage for each team against their team budget, providing status reports at the end of September, December and February to each team managers with a reconciliation of practice and game ice used versus the Team's budget.</p> <p>The AHU scheduler works directly as the club's representative in managing the ice booked by AHU. The candidate requires final approval by the rink general manager to ensure a good working relationship with the rink.</p> <p>REQUIRED SKILLS: Advanced Excel spreadsheets skills. Strong general computer skills. Working knowledge of NGIN. (Training on NGIN provided). Strong written communications and good negotiating skills. 1-2 years with AHU preferred.</p>	

AHU WEBSITE SUPPORT	Annual Stipend - \$1500
<p>The AHU Website Support is responsible for maintaining the structure of the AHU website. This includes: Setting up team pages, managing administrative access to the team pages and other areas of the website. Posting News Articles with graphics as requested. Adding and/or developing content on web pages as requested by Advisory Board. Working with NGIN on needed changes or updates that cannot be changed by webmaster.</p> <p>REQUIRED SKILLS: Strong general computer skills. Working knowledge of NGIN. (Training on NGIN provided). Strong written communications. 1-2 years with AHU preferred.</p>	

AHU VOLUNTEER COORDINATOR	Annual Stipend - \$1000
<p>The AHU Volunteer Coordinator is responsible managing the DIBS volunteer system on the AHU website.</p> <p>This position will post as directed volunteers needed for AHU functions including but not limited to: Tournament Volunteers, Spring Training and Special Programs, Annual Awards Ceremony, Player Contracting and Equipment Sizing.</p> <p>The AHU Volunteer Coordinator will keep the event manager apprised of the status of volunteer coverage. This person will send communications to manager regarding the need for volunteers and assist in recruiting volunteers to fill open slots.</p> <p>REQUIRED SKILLS: Strong communications skills. A working knowledge of NGIN DIBS system and web messaging (Training is available for NGIN). 1-2 years with AHU preferred.</p>	

AHU EQUIPMENT COORIDNATOR	Annual Stipend - \$1000
<p>The AHU Equipment Coordinator manages the distribution and inventory of team equipment. This includes communicating with managers and facilitating delivery of Player and Coach equipment received.</p> <p>This position works under with the Team Operations Managers and assists with sizing, ordering and of Player and Coach equipment.</p> <p>The AHU Equipment Coordinator will keep track of items delivered and manage any inventory of player and coach equipment. This person will also reconcile invoices of items ordered to items received.</p> <p>REQUIRED SKILLS: Good Communications skills, good working knowledge of developing and maintaining Excel spreadsheets for tracking.</p>	

AHU RETAIL MERCHANDISE MANAGER	Annual Stipend - \$1000
<p>The AHU Retail Merchandise manager oversees the ordering and sale of any AHU logo items not offered on the NGIN website. This includes but is not limited to: Pins, Stickers, Patches and Bling Items.</p> <p>The Retail manager will coordinate with vendors of logo merchandise to ensure quality of Logo reproduction and facilitate any requests made by teams to acquire Logo items. All items will be presented to the Advisory Board for approval prior to production.</p> <p>This position will manage the distribution and sale of items to teams and/or AHU Families. They will also oversee the items and Logos used on the NGIN site and recommend changes/additions etc. of Website items</p> <p>REQUIRED SKILLS: Good Communications skills, good working knowledge of developing and maintaining Excel spreadsheets for tracking.</p>	

AHU HOCKEY ADMINISTRATION SUPPORT	Annual Stipend - \$3,000 - \$4,500*
<p>This position will serve as the administration support for the AHU Coach in Chief/ACE coordinator. The Hockey administrator will coordinate with the coaching staff for program administration, schedule periodic coaches meetings and serve a communications coordinator between the coaching staff.</p> <p>This includes coordinating the schedule for the skills coaches with the teams, posting the schedule of the skills coaches on the website and maintaining on the website the list of approved skills coaches and their contact information on the website.</p> <p>The Hockey admin support person will need to have a strong rapport with both Kurt Goar and the AHU coaching staff. They will set up meetings individually or in groups as needed, managing the agendas to address hockey programming needs. This position will serve on the Advisory Board representing the coaching staff.</p> <p>Position will ensure that coaching staff maintains adequate compliance with regulatory requirements like background checks and required CEP status.</p> <p>REQUIRED SKILLS: 3-5 years of Youth Hockey Coaching experience. Strong written and verbal communications skill and good general computer skills. 1-2 years AHU experience required. Stipend amount to be determined based on skills and experience.</p>	

