



Armstrong Cooper Youth Hockey Association Job Description

Title:	Mite Equipment Coordinator
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No budget responsibility
Term:	One Year
Compensation:	20 Hours

Description/Role: Run the Mite Equipment Program. Reports to the Mite Program Director.

Position mandatory requirements:

- Execute and Manage the Mite Equipment Program including as follows:
 - Organizing the Mite Equipment and prepare equipment for distribution at beginning of season
 - Hold Equipment handout dates immediately adjacent to the commencement of the mite season
 - Hold equipment handout date at the commencement of the Learn to Skate program
 - Conduct equipment return at the end of the Season on the last day of the Mite Jamboree
- Maintain Equipment Logs of all Equipment Rented out, and maintain deposit checks. At the end of the season complete return and shred conforming checks.
- Evaluate equipment levels and prepare an inventory of mite equipment
 - Notify Mite Coordinator of Equipment needs for the next season

Desired Skills:

- Strong organizational skills
- Ability to effectively size equipment, and teach players how to wear equipment
- Can work under pressure and with deadlines
- Flexibility/Availability to staff equipment distribution at times immediately adjacent to the commencement of practices at each level of play within the mite program.

Armstrong Cooper Youth Hockey Association Job Description

Reporting:

- This role reports to the Mite Program Director
- This person has a dotted line to the Equipment Director