# Title: Player Recruitment and Rookie Camp Director

Role: Board Member Election/Appointment: Elected
Voting Status: Voting

Term: Three years

Compensation: Full volunteer hours

**Description:** The Player Recruitment and Rookie Camp Director works directly with the Mite Level Coordinator (HOC) in the planning and execution of the Mite Recruitment, Rookie Camp and Pre-Season Try Hockey for Free events and oversee Mite Program Manager role for off-ice support throughout the season.

**Mandatory Requirements:**

* Attend the MWHA Board of Directors meetings on the third Monday of the month.
* Manage and facilitate all grant applications through MN Hockey and USA Hockey
	+ 2 on 2 Challenge, equipment grants, etc.
* Over the summer work with the ice scheduler and the mite directors to secure the Try Hockey for Free Event Dates and Rookie Camp
	+ Communicate the Dates to the Secretary and Marketing Director for preparation of advertising materials
* Distribute the advertising materials to all the schools within the district
* Coordinate with schools for material distribution at school open houses
* Order yard signs promoting Mite hockey
* Manage yard sign order, community placement and pick-up (store for future use)
* Register MWHA in SOTL and HS Homecoming parades
* Source volunteers to create floats and coordinate each parade while providing oversight (decorating, volunteers, walkers, fliers, candy, etc.)
* Oversight over the Mite Program Manager responsibilities – providing direction and assistance as needed.
* Training your successor at the end of your term

**Rookie Camp Management:**

* Plan and maintain Rookie Camp Budget
* Meet with Rookie Camp Sponsors to communicate budget and plan event
* Partner with Mite Coordinator to plan events and source volunteers (off and on-ice)
* Procure equipment, jerseys, socks and t-shirts as needed
* Coordinate ice schedule with event sponsor/rink management
* Coordinate event planning and advertising with Community Ed Coordinator
* Attend all Rookie Camp sessions to manage check-in process, handle equipment distribution and storage, answer parent questions, promote Mite Hockey with MWHA and explain Mite season the registration process.
* Manage the equipment use and rental program for Rookie Camp (and into the Mite Season as needed per the equipment rental policy)
* Update event sponsors on the program participation rates, actual vs. budget spending and conversion rates to the Mite Program.

**Try Hockey for Free Event Management:**

* Enroll MWHA and host site in the Try Hockey for Free event with MN Hockey/USA Hockey
* Prepare for event day by securing equipment, coordinating with rink management and sourcing volunteers to assist (both on and off-ice volunteers needed)
* Attend all Try Hockey for Free events to staff the check-in table, register participants and answer questions about the program.
* Assist with equipment handout (helmets, skates, sticks) at the Try Hockey for Free events
* Send follow up communication to the participants encouraging them to register for the regular season

**Desired Skills:**

* Strong written and verbal communication skills
* Strong organization skills
* Positive, helpful attitude
* Strong initiative to complete tasks timely
* Ability to work with individuals throughout the organization
* Computer skills; email access
* Ability to attend all Try Hockey for Free and Rookie Camp sessions in September and October