Recruitment and Retention Coordinator – Job Description

The Recruitment and Retention Coordinator is responsible for promotion Buffalo Youth Hockey and retaining new skaters. They will be responsible for fostering a welcoming atmosphere and positive experience throughout all beginner level programs.

The responsibilities for the Recruitment and Retention Coordinator include, but are not limited to the following:

* Be passionate to grow the game of hockey in the local communities
* Promote Buffalo Youth Hockey within the local communities
* Recruit kids to try hockey utilizing various resources such as social media, newsletters, parades, school visits, etc,
* Work along with the One Goal Coordinator to promote hockey to new skaters
* Communicate with the Mite/Mini Co-Coordinators and Lead Managers, Ice Scheduler, Hockey Operations Committee, and Board of Directors
  + Coordinate Activities with the High School Hockey Teams to promote Buffalo Youth Hockey
* Follow up with kids/families that express interest in playing Buffalo Youth Hockey
* Work with the Marketing and Social Media Coordinator to promote events and activities
* Plan and Promote Recruitment Activities
* Reports to the BYHA Board of Directors

DIBS requirements for each year are fulfilled when the responsibilities for this position have been met.