

Exempt Volunteer Roles Job Descriptions

Blue Line President:

Responsibilities include oversight of the Blue Line Board including volunteer coordinator, communications, fundraising, sponsorship (no direct sales), photo coordinator, medical bag distribution, and academic awards representatives to assure the needs of the association are met.

Key responsibilities include:

- Act as a liaison between the WYHA Board and Blue Line Board by attending monthly meetings and communicating between the Boards and association membership.
- Oversee and provide direction to Blueline team volunteers to ensure the needs of the association are met.
- Preparation of volunteer policy documentation prior to the beginning of each season.
- Oversee third party organization that fulfills Sponsorship program.
- Budget oversight

Skillsets needed:

- Well organized
- Good delegator
- Ability to multi-task and adhere to deadlines

Squirt-Jr Gold Equipment and Inventory Manager & Buyer Job Description

- Inventory coach jackets, socks, practice jerseys, water bottles, puck bags and pucks (April)
- Check with vendor to ensure we have enough game jersey logos, District 3 patches, and Stop patches for game jerseys.
- Order replacement jerseys from vendor (May)
 - Also restock unnumbered jerseys vendor has on hand
- Order coach jackets, socks, practice jerseys, water bottles, bags, and pucks (May)
- Receive replacement jerseys and pair with correct team (July)
- Receive shipments (July-August)
- Approve invoices for payment (as needed)

The skills needed are organization, and for sure responsiveness. Daytime availability during the week is needed. I need to be there for deliveries, and with the limited access to CMS now, equipment coordinators need to go during the day when they need something preseason.

Tryout Coordinator/Pewee Equipment Job Description

Tryout Coordinator Duties:

- Inventory the tryout pullovers/goalie tryout jerseys after tryouts are completed and pullovers have been laundered. (During the season sometime)
- Compile list of missing pullover numbers per age level (Wait until after jersey return to complete the list as sometimes some "lost" tryout pullovers return when jerseys are returned)
- Order replacement tryout pullovers.
- Pick up replacement tryout pullovers when completed and return to the various storage bins in prep for the next tryout season.
- Connect with Tryout Coordinator to confirm when tryout equipment is needed. (Bantams are usually first tryouts beginning 1st week of October)

- Usually need to send them a list of the tryout pullover numbers for each age level so they can be confident they are assigning the tryout numbers correctly.
- Deliver the bins of tryout pullovers and 3 bags of pucks for tryouts to PIC Center Ice Back Storage Room prior to the beginning of tryouts. (Tryout Puck Bags should have 25 pucks in each bag.)
- Position a “Return Tryout Pullovers Here” bin at PIC lost and found and send out email for request to return any pullovers that players may have forgotten to return.

Peewee Level Coordinator Duties:

- Deliver one set of game socks to PIC by first night of tryouts.
- Package equipment by team—will need to coordinate times during weekday during the day to do this as Peewee tryouts occur before Central Ice Arena before the rink is open for the season. (Peewee Tryouts generally begin 2nd week of October)
- Level Equipment managers coordinate delivery with Level Coordinators
- Equipment is delivered to PIC for A teams first, then B1& B2, then C depending on the try out schedule
 - Include letter of introduction with team sets and “ground rules” for equipment distribution to team (i.e., hand out game jerseys by size, not favorite #'s)
- Work with their Coaches and Team Managers throughout the season as needed.

Girls Equipment – U10, U12, U15, U19 Job Description

- Contact Coaches Chair to coordinate communication with Level Coordinators regarding equipment distribution (early September)
- Deliver one set of game socks to PIC by first night of tryouts.
- Package equipment by team (September/October depending on level)
- Level Equipment managers coordinate delivery with Level Coordinators (September/October)
- Equipment is delivered to PIC for A teams first, then B1& B2, then C depending on the try out schedule (September/October/November)
 - Include letter of introduction with team sets and “ground rules” for equipment distribution to team (i.e., hand out game jerseys by size, not favorite #'s)
- Level Equipment Managers—work with their Coaches and Team Managers throughout the season as needed.

Teams’ Treasurer Job Description

This position provides and monitors checking accounts that support individual team treasurers.

Key responsibilities include:

- Assign checkbooks to team treasurers at beginning of season
- Coordinate with Old National Bank to make sure that all team treasurers get the proper paperwork into the bank
- Order new checks as needed for team checkbooks
- Collect payments from team and make deposits
- Give account of deposits to Smith Schafer accounting firm
- Answers questions as needed from team treasurers
- Collect team checkbooks at end of year

Skillsets needed:

- Organization
- High level understanding of costs a travel team may incur

- Being a treasurer of a team in the past may help
- Follow-up to questions coming from a team's treasurer

Social Media Coordinator

This position is a newly created position that requires someone familiar with creating a social media strategy to the WYHA community at large.

Requirements:

- Must be proactive, organized and goal driven.
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Knowledge of current social media platforms – Instagram, Facebook, Twitter, E-Marketing, etc.
- Ability to use photo editing, manipulation and design programs/apps
- General retail and/or wholesale knowledge is helpful
- Ability to conduct market research