



RRHC Division Director Duties

Position Title Off-Ice Division Director

Position Length of Term 1 Year

Position Overview Assist the Board of Directors and Executive Director with the operations of the season.

Essential Job Functions

- Be a liaison between coaches, managers, parents, RRHC Director of Hockey Operations, Director of Hockey, and Executive Director. Positive ambassador for the game and the club.
- Register as a volunteer with USA Hockey
- Secure team Managers and Treasurers for each team in the division
- Be familiar with the fundraising policy, travel policies, locker room policy, and all other RRHC key policies.
- Support team managers as needed
- Book hotels for all travel tournaments
- Communicate association business as needed
 - Forward information from RRHC Staff as requested
 - When appropriate, take information from initial email and distribute as Division Director email (take out evidence of forwarding)
- Ensure team managers know process for rosters, uniforms, travel, etc...
- Current info on injury/incident reporting, travel policies, and enforcement of concussion protocol to managers
- Manage division's fundraiser approval process
- Manage the game slots available for division with assistance from Team Managers. Team Managers will be responsible for filling game slots.
- Sit and be a part of the Advisory Board of Directors.

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail oriented
- Friendly and sociable to serve as RRHC host

Other Skills and Abilities

- Ability to adapt to changing situations
- Ability to solve conflicts quickly and efficiently