



Armstrong Cooper Youth Hockey Association

Job Description

Title:	Mite Program Director - Operations Coordinator
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	Budget responsibility
Term:	Three year term, year one in cycle
Compensation:	full hours

Description/Role: The Mite Program Director - Operations Coordinator (OC) is responsible for the operations of the Mite Program.

Position mandatory requirements:

- Attend the ACYHA Board of Directors meetings on the second Monday of the month (shared responsibility with the Mite Program Director - Hockey Development (HD). At least one present
- Must attend the annual meeting of ACYHA Membership in April
- Communicate Level Assignments to all players as determined by the Mite Program Director - (HD)
- Work with Marketing and Communications Director to recruit and retain Mite level skaters
- Recruit School Ambassadors for all district schools (in partnership with Mite Recruiting Coordinator)
- Work closely with Director of Mite Hockey Operations to ensure seamless communication with parents and coaches regarding all on-ice and off-ice Mite program happenings.
- Attend District 3 Mite Meeting and work with D3 reps to coordinate pond hockey for Mite 3
- Communicate with Mite Program Members regarding registration, paperwork requirements, calendaring and schedules
- Conduct Mite paperwork drop off nights with the Registrar
- Conduct and Coordinate Mite Season Kick-off event
- Coordinate with the Ice Scheduler for all Mite practices and schedules and post to website
- Coordinate with cities for outdoor Mite Ice and post outdoor ice schedules
- Coordinate Mite jersey distribution
- Recruit Mite Recruiting Coordinator and Mite Jamboree Coordinator
- Recruit team managers for all Mite level teams (in conjunction with Mite Jamboree Coordinator)
- Conduct meetings including managers meeting, parent meetings, Mite Jamboree Committee
- Coordinate Mite Picture date with photographer, attend and manage picture day
- Support all Mite-related events with appropriate communication
- Serve on the Mite Jamboree Committee
- Train your successor at the May meeting at the end of your term

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Desired Skills:

- Strong communication skills
- Familiarity with or ability to learn NGIN and other required software
- Detail oriented
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman
 - Mite Jamboree Coordinator and Mite Recruiting Coordinator report to the Mite Program Director (OC)