



Armstrong Cooper Youth Hockey Association Job Description

Title:	Girls Special Event Coordinator
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget Responsibility
Term:	One Year - This position can be split by two people
Compensation:	20 Dibs Hours

Description/Role: Work with the Girls Travel Director to determine which Special Events will be scheduled for the upcoming season. Organize all events from communications, securing locations, finding volunteers/helpers. This role will coordinate the Dance Party in September, organize the ticket sales for the Woman's Gopher Game, and at least one additional event.

Desired Skills:

- Strong Communication Skills
- Ability to work with individuals throughout the organization
- Computer skills; email access
- Positive, helpful attitude
- Ability to attend all Try Hockey for Free and Learn to Skate Sessions in September and October

Reporting:

- This role reports to the Girls Travel Director