



Armstrong Cooper Youth Hockey Association Job Description

Title:	Mite Jamboree Coordinator
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	Budget responsibility as approved by Mite Director
Term:	Annual Appointment
Compensation:	A set pool of hours are available for the Mite Jamboree coordinator and the Jamboree Committee as assigned by the Mite Program Director

Description/Role: Run the Mite Jamboree committee and plan and execute the Mite End of Season Jamboree. Reports to the Mite Coordinator.

Position mandatory requirements:

- Manage "Mite Jamboree" page on Association website
- Lead recruit process for members of Jamboree Committee, and secure Team Managers for all Mite Teams.
- Lead and oversee Jamboree Committee, delegating tasks as necessary
- Lead and oversee all Mite Team Managers to ensure managers coordinate photo distribution, raffle basket assembly, and team social events.
- Determine Jamboree Weekend and create jamboree schedule, coordinate prizes/medals/swag/t-shirts for the event.
- Coordinate the opening ceremonies and team end of year social events.
- Secure outside teams to participate in the Jamboree against Mite 3 and U8 Travel
- Be present at Jamboree Weekend and prepare staffing schedule for Fishbowl during the event.
- Work with Volunteer Programs Director to staff Jamboree appropriately so the VPD posts the corred dibs
- Partner with Sales & Fundraising Director regarding sponsors, etc. for jamboree
- Contact vendors, and coordinate for set-up on Jamboree dates
- Training your successor before leaving your commitment to the Mite program.

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Desired Skills:

- Strong organizational skills
- Ability to work with individuals throughout the organization
- Can work under pressure and with deadlines
- Flexibility
- Strong computer skills (Microsoft Excel)
- Strong familiarity with how tournaments function
- Strong leadership
- Interviewing skills
- Effective time management

Reporting:

- This role reports to the Mite Program Director
- This role has Jamboree Committee reporting to this positions