Armstrong Cooper Youth Hockey Association
Job Description

Title: Fundraiser Coordinator (2)
Role: Volunteer
Election/Appointment: Appointed
Voting Status: Non-Voting
Budget: No Budget responsibility
Term: 1-year term
Compensation: 20 hours per coordinator

Description/Role: Manage and facilitate the Association’s multiple fundraisers during the season

Position mandatory requirements:
• Team player; partner and coordinate responsibilities with the other fundraiser coordinator
• Research new fundraiser options for the Association, present options to Sales & Fundraising Director
• Coordinate with committee member and Director to assemble full list of fundraiser options for the season
• Prepare flyer outlining fundraising options which are handed out at team manager training meetings
• Ensure ACYHA website is updated with all fundraiser information as it changes during the season
• Engage with fundraiser vendors to secure dates, locations, fundraiser percentages that will be given to the Association.
• Communicate with Association members on all details that need to be shared before, during and after each fundraiser
• Be available to staff fundraisers if necessary (i.e. drop off and collect supplies and monies before and after each Cub Foods Bagging event. Etc.)
• Each fundraiser will give a percentage of the profits back to the participating skaters. For each fundraiser, keep detailed records of participants, amounts raised, breakdown of funds for distribution to teams and players
• Provide detailed communications to the Treasurer on distribution breakdowns for each fundraiser
• Availability during the off season for planning of the season’s fundraisers before the season starts

Desired Skills:
• Solid written communication and organizational skills
• Effective time management
• Solid project management skills
• Ability to work with individuals throughout the organization and work closely with the other fundraiser coordinator
• Strong computer skills (particularly Excel); e-mail access (will be provided)
• Positive, helpful attitude

**Reporting:** This role reports to the Sales & Fundraising Director