



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

Document: Job Description - Fundraiser Coord

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