



## Armstrong Cooper Youth Hockey Association Job Description

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

**Description/Role:** Manage and facilitate the annual wreath fundraiser

**Position mandatory requirements:**

- Team player; partner and coordinate responsibilities with other wreath fundraiser coordinator
- Prepare fundraiser packets which are handed out at registration
- Ensure ACYHA website is updated with fundraiser information
- Engage with Evergreen Industries, our vendor, to secure what product will be sold, complete appropriate paperwork on time and identify delivery dates (Recommend 1 committee member be the contact for Evergreen)
- Work with rink personnel regarding delivery time and place for wreath delivery
- Tally orders (quantity and dollars) and provide recap to Treasurer on final results
- Responsible for identifying prizes and coordinating with Treasurer to order them
- Work with volunteer coordinator to post hours for wreath drop off and delivery

**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 other wreath 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

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Created: May 17, 2017

Updated: May 2, 2018