



## Armstrong Cooper Youth Hockey Association

### Job Description

**Title: Mite Program Director-Operations Coordinator**

**Role: Board Member Election/Appointment: Appointed**

**Voting Status: Voting (one shared vote with Mite Program Director-Hockey Operations)**

**Budget: Budget responsibility**

**Term: Three years, year one in the cycle**

**Compensation: full hours**

**Description/Role:** The Mite Program Director-Operations Coordinator (OC) is responsible the operations of mite program.

#### **Position mandatory requirements:**

- Attend the ACYHA Board of Directors meetings on the second Monday of the month. (shared responsibility with the Mite Program Director Hockey Development at least one present)
- Must attend the annual meeting of ACYHA Membership in April
- Communicate Level Assignments to all players as determined by the Mite Program Director (HD)
- Work with Communications and Marketing Director to recruit and retain Mite level skaters
- Recruit School Ambassadors for all in-district schools
- Communicate with Mite Program Members regarding registration, paperwork requirements, calendaring and schedules
- Conduct and Coordinate Mite Season Kick-off event
- Conduct Mite paperwork drop off nights with the Registrar
- Coordinate with the Ice Scheduler for all Mite practices and schedules and post to website
- Coordinate with Cities for outdoor Mite Ice and post outdoor ice schedules
- Coordinate Mite jersey distribution
- Recruit Mite Recruitment Coordinator, and Mite Jamboree Coordinator
- Recruit team managers for all Mite level teams (in conjunction with Mite Jamboree Coordinator)
- Conduct meetings including Managers meeting, Parent meetings, Mite Jamboree Committee
- Coordinate Mite Picture date with photographer, attend and manage picture day
- Support all Mite-related events with appropriate communication
- Serve on the Mite Jamboree Committee
- Training your successor at the May meeting at the end of your term

**Desired Skills:**

- Strong communication skills
- Familiarity with or ability to learn NGIN and other required software
- Detail oriented
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access Armstrong Cooper Youth Hockey Association Job Description
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

**Reporting:**

- This role reports to the Board Chairman
  - The Mite Jamboree Coordinator and Mite Recruitment Coordinator reports to the Mite Program Director (OC)