



Armstrong Cooper Youth Hockey Association Job Description

Title:	Volunteer Programs Director
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	Responsible for managing the volunteer hours, SKATE Budget
Term:	Three year term, Year two in cycle
Compensation:	full hours

Description/Role:

Position Overview: Oversight and administration of the association volunteer program including - setting volunteer hours per position for board approval, setting the annual per family required hours for board approval, drafting communications to go out to the membership regarding the volunteer program and managing any parent volunteers that do not fall under a different board position. This position reports to the Board Chair.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month - three unexcused absence from board meetings will result in the loss of voting privileges until after three attended meetings (bylaws Article V Section 5.4 c.)
- Must attend the annual meeting of ACYHA Membership in April
- Must submit an annual budget request at the special March budget meeting of the board
- Must submit an annual volunteer hours plan for the season at the July meeting and a post season audit at the March meeting.
- Must maintain position files and documents per the position document standards.
- Once your term is up you commit to attend the next following meeting after your term (usually in May) to transition your role to your successor, if you leave office early you will help transition at that time.
- Fill the SKATE Coordinator role if the position is vacant.

Armstrong Cooper Youth Hockey Association

Job Description

Additional Responsibilities:

- Work with Registrar, Concessions, Tournament Director, and others to schedule volunteers where needed.
- Manage "Volunteer Page" on Association website.
- Post open volunteer sessions via DIBS/NGIN system.
- Assist membership with DIBS accounts as necessary.
- Coordinate and reconcile volunteer obligations for each family.
- Retain volunteer deposit checks; shred (or return if requested by family) after family has fulfilled volunteer commitment.
- Notify Association families having failed to complete their volunteer commitment when deposit check will be cashed.
- Report monthly to Board of Directors.

Desired Skills:

- Strong communication skills
- Strong organization skills, good with numbers
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairmen
- This role has the following roles reporting to them
 - Skate Coordinator