



Armstrong Cooper Youth Hockey Association

Job Description

Title:	Mite Recruiting Coordinator
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget Responsibility
Term:	One Year
Compensation:	full hours

Description/Role: The Mite Recruiting Coordinator would support the Mite Program Directors in the planning and execution of the Mite Recruitment and Pre-Season Try Hockey for Free events and Learn to Skate program.

Mite Recruiting Coordinator Mandatory Requirements:

- Over the summer work with the ice scheduler and the mite directors to secure the Try Hockey for Free Event Dates and the Learn to Skate Program
- Communicate the Dates to the Communications and Marketing Director for preparation of Advertising Materials
- Distribute the Advertising Materials to all the schools within the district
- Coordinate with School Liaisons for Material Distribution at School Open Houses
- Collect the Learn to Skate Registrations and maintain a registration list
- Attend all Try Hockey for Free Events to Staff the Information Table to answer questions about the program in general, and the registration process.
- Assist with Equipment Handout (helmets, gloves, sticks) at the Try Hockey for Free Events
- Attend Learn to Skate Program Sessions to check in the players, coordinate equipment handout with the Mite Equipment Coordinators
- Send Follow up Communication to the participants encouraging them to register for the regular season.

Desired Skills:

- Strong Communication Skills
- Ability to work with individuals throughout the organization
- Computer skills; email access
- Positive, helpful attitude
- Ability to attend all Try Hockey for Free and Learn to Skate Sessions in September and October

Reporting:

- This role reports to the Mite Program Directors

Document: Job Description-Mite Recruiting Coordinator

Created: June 22, 2017