

OPERATIONS DIRECTOR

(Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

Major Role: This position is accountable for the core operational functions of the youth hockey program. As an appointed position by the BBLHYHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Assist the President in daily operations of the hockey program
- Participate in setting organizational goals to improve the program participant numbers
- Participate in setting organizational goals to improve the overall quality of the associations program
- Setup, track and measure program goals and report measurements on a regular basis
- Oversee

Functional Areas

Registration	ICE Schedules	SKATE Program
Apparel	Team Manager Coordinator	

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Base computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings
- Required to attend association defined meetings when required
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must provide consistent and regular communications to designated board director

Time Needed for Position: This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.