

TEAM MANAGER COORDINATOR

(Appointed Position)

Person is appointed into this position by the current voting board members.

Major Role: Team Manager Coordinator shall be responsible for assisting BBLYHA with validating that each team has an assigned team manager and that each manager is aware of all required duties. As an appointed position by the BBLYHA 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.

Responsibilities:

- Define and document a consistent team manager process for all teams
- Ensure each team manager understands all duties and can aid in direction or assistance to individual teams and managers
- Notify the Registration Coordinator of any changes, additions, and/or deletions to the roster
- Attend all Team Managers District 10 meetings or send an alternate to represent the team, make sure all required data is communicated to each team
- Provide regular status back to the appropriate board director as to the team's progress, issues, concerns, etc.
- Aid as a point of contact for team managers to resolve minor issues and needs to keep each team productive
- Promote the teams utilization of the website for communications and organization
- Conduct regular meetings and messages with all team managers to ensure consistency and completion of activities such as:
 - Covering team volunteer hours
 - Signing up team members for additional volunteer needs
 - Communicating any changes in fundraising or events planned within the association

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Strong interest in and personal commitment to ensure the success of the team's season
- Good organization, facilitation, written and verbal communication skills
- Positive attitude
- Self motivated and takes initiative
- Base computer skills including email and word processing is a plus
- Ability/experience with speaking with multiple people in a group setting

Job Requirements:

- Contribute required time which may include weekends and evenings
- May be required to attend D10 defined meetings (usually 1-2 in a season)
- Required to attend association defined meetings when required, required to drive to required locations, i.e. arenas, meetings, etc.
- E-mail capability, will utilize email as an official form of communications with team and parents
- 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 24-month position that requires approximately 2+ 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.