

Lakeville Hockey Association Volunteer Coordinator

This non-voting board member position reports to the Lakeville Hockey Association (LHA) vice president of Administration.

Term Duration and Year of Election

Not applicable; this is a non-elected board member position.

Description

This position is responsible for overseeing the LHA volunteer policy and program.

Tasks

- Create and enter volunteer shifts/opportunities on volunteer website as requested by board members/event directors.
- Answer questions from members regarding volunteer policy, website, etc.
- Attend and present information at manager and parent meetings.
- Notify families with incomplete hours when shifts/opportunities become available. Families are responsible to ensure they meet their required volunteer time.
- Validate or deny volunteer credit to LHA members after verification from event directors.
- Give volunteer credit to exempt members (board members, coaches and managers, Jr. Gold-only and Mite Prep-only families.)
- Communicate any issues in volunteer program with Board of Directors.
- Forward names of any LHA families that have not completed volunteer time by the end of the season to the treasurer to collect fees/fines.
- Attend monthly board meetings (second Wednesday of the month at 7 p.m.)

Time Commitment

Approximately 50 hours per season – with the majority of time commitment during tryouts