



Volunteer Coordinator

Duties include but are not limited to:

- Entering Dibs items for the concession stand. This means you will need to be in contact frequently with the Concession Manager who lists the volunteer hours for the concession stand. You need to send frequent listings of who will be working for the Concession Manager to post. You will need to watch closely for open Dibs and for cancellations so that each listing is filled by the time you send it to the person who runs the concession stand.
- Entering Dibs for the fundraising coordinator. This means you will need to be in contact frequently with the person who lists the hours for such things as selling raffle tickets or selling candy bars for volunteer hours. For items such as selling raffle tickets you will need to watch closely for open Dibs and for cancellations. You will also need to send listings frequently, so they are aware of who is filling each listing and of any cancellations or open listings.
- Entering Dibs for the equipment coordinator. This means you will need to be in contact with the Equipment Manager before the season starts to enter Dibs for equipment check out. You will also need to enter Dibs for events like Try Hockey for Free. At the end of the season Dibs items also need to be entered for equipment check in and organization.
- Once Dibs items are completed the individual responsible submitting the hours (i.e., Concession Manager, Equipment Manager, Fundraising Chair, etc.) for the hours posted will notify you to approve the completed hours so you can then mark the items as completed or unfulfilled.

Tips to help you in the Volunteer Coordinator Position:

- Be willing to ask for help when you don't understand — good resources are past Volunteer Coordinators or web administrator.
- Be willing to be available by cell phone and email. You may have a few instances where you are needed immediately for information relating to Dibs listings or contact information.
- Be willing to help direct people with questions regarding items that are not related to Dibs to the correct people/person.
- Learn the system quickly and understand how things work.
- Be willing to learn about the Association, how it works and who is involved in the various positions.



- Keep up with the board by either attending meetings, staying in touch with members of the board and/or read the minutes of the meetings regularly. This will help you to keep up on events that will need Dibs listings and who may be contacting you or whom you may need to contact.