



## Armstrong Cooper Youth Hockey Association Job Description

|                              |                                       |
|------------------------------|---------------------------------------|
| <b>Title:</b>                | <b>Travel Team Level Coordinators</b> |
| <b>Role:</b>                 | <b>Volunteer</b>                      |
| <b>Election/Appointment:</b> | <b>Appointed</b>                      |
| <b>Voting Status:</b>        | <b>Non-Voting</b>                     |
| <b>Budget:</b>               | <b>No Budget responsibility</b>       |
| <b>Term:</b>                 | <b>One year</b>                       |
| <b>Compensation:</b>         | <b>Full hours</b>                     |

**Description/Role:** The Travel Team Level Coordinators support the Travel Team Directors in the planning and preparation of setting up the travel teams for the year.

### **Level Coordinators Position mandatory requirements:**

- Over the summer help support the Travel Team Directors sign up for tournaments for each travel team in their level. The goal is two away tournaments, work with the Treasurer on the Financial restrictions for choosing a tournament
- Send out all communications to the parents at the level until teams are formed
- Send out all level details regarding camps and evaluations
- Support the HDC and the Evaluations Coordinator through the Camp and evaluation process including the distribution and collection of jerseys
- Be on site for all level camp and evaluations nights
- Pre-season recruit names of parents interested in being team managers, submit the names of the interested parents to each head coach the same night as teams are formed
- Act as the team manager in the absence of a parent in this role, whether it is the start of the season or due to the loss of the team manager after the seasons has started
- Organize extra special events as directed by the Travel Team Director, such as the Girls Dance Party and the End of Season sleepover

### **Desired Skills:**

- Strong communication skills
- Ability to maintain confidentiality
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude

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- Ability to attend the required meetings and do work between meetings

### **Reporting:**

- This role reports to the Boys or Girls Travel Team Director