

**RECRUITMENT/RETENTION DIRECTOR
(Voting Board Member)**

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

Major Role: This position is accountable for recruiting new players and retaining current players to grow the BBLVHA hockey program. As an appointed position of the BBLVHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on the behalf of the association’s board. You are required to provide status, input and direction to the executive board related to the area responsibility as defined within this description.

Responsibilities:

- Develop and maintain a “welcome package” for new participants and families.
- Coordinate recruitment and retention events, i.e. Learn to Skate, Try Hockey Free, Eagles Day, Jr. Eagles Program, etc.
- Coordinate the association’s participation in local parades, i.e. Freedom Days and Spud Fest.
- Partner with the Secretary/Communications Director to advertise BBLVHA events locally in schools, businesses, online, and newspaper.
- Survey members who leave the association to help improve retention efforts.

Functional Areas:

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people while building strong relationships
- Self-motivated and takes initiative
- Good organization and facilitation skills

Job Requirements:

- Contribute required time which may include weekends and evenings
- Required to attend association defines meetings when required
- Ability to interact via email on a regular basis with both board members and association members and coaches

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.