



Volunteer Role Description

Girls Director, Hockey Operations Committee

Purpose

Champion the growth, development, and day-to-day excellence of BYHA's girls program, ensuring every female athlete has a positive, competitive, and fun hockey experience.

Key Responsibilities

Area	What You'll Do
Program Growth & Vision	<ul style="list-style-type: none">• Set annual participation goals and initiatives to attract and retain girls at all age levels and• Work with the board's retention and recruitment coordinator to promote the program through local schools, community events, and social media in partnership with the Marketing/Communications team.
Coaching Selection & Support	<ul style="list-style-type: none">• Recruit, interview, and recommend head and assistant coaches for all girls teams.• Work with player development to provide coaches with resources, mentorship, and season-long check-ins.• Facilitate coaching clinics and encourage continued certification.
Team Leveling, Rostering & Tryouts	<ul style="list-style-type: none">• Partner with BYHA Tryout Coordinators and the HOC VP/Hockey Director to coordinate the tryout schedule, evaluation criteria, and on-ice process.• Oversee evaluations to ensure fair, transparent placements into the correct skill-based tiers.• Work with tryout coordinators to communicate results and next steps promptly to families.
Pre-Season Clinics	<ul style="list-style-type: none">• Plan and help run pre-season skill clinics (ice time scheduling, curriculum, staffing).• Gather feedback to improve future sessions.

Tournament Planning	<ul style="list-style-type: none"> • Collaborate with the Tournament Coordinator to identify, vet, and register teams for events matching competitive level and budget. • Communicate schedules, travel details, and expectations to families.
Parent & Player Communication	<ul style="list-style-type: none"> • Serve as the primary point of contact for program-wide updates, conflict resolution, and feedback. • Hold seasonal parent meetings and send regular progress newsletters.
Program Leadership & Administration	<ul style="list-style-type: none"> • Present program status and needs at monthly HOC meetings • Track budgets (clinics, girls hockey day, tournaments) and submit requests. • Uphold BYHA policies and safety standards.

Ideal Qualifications

- Passion for advancing girls' hockey and youth development.
 - Prior coaching, team management, or hockey operations experience.
 - Strong organizational skills and the ability to juggle multiple teams and timelines.
 - Excellent communicator—comfortable speaking to groups and writing clear updates.
 - Collaborative mindset; works seamlessly with volunteers, board members, and parents.
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Time Commitment

- **Peak season (Aug–Mar):** ~6–8 hrs/week (clinics, tryouts, games/tourneys, meetings).
 - **Off-season (Apr–Jul):** ~2 hrs/week (planning, outreach, coach recruitment).
 - Two-year term recommended to provide continuity.
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Reporting & Collaboration

- **Reports to:** BYHA Hockey Operations Committee (HOC) VP / Hockey Director
 - **Works closely with:** Girls team coaches, Tryout Coordinators, Tournament Coordinator, Registrar, Treasurer, Ice Scheduler, and Communications Lead.
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Why Volunteer?

You'll play a pivotal role in empowering young female athletes, shaping a supportive hockey culture, and driving the long-term success of BYHA's girls program. Plus, it's a fantastic way to give back to the sport and community you love!

Interested? Email **byhaopenings@buffalohockey.net** with the following:

Your hockey resume – coaching certifications, playing experience, leadership roles, and any relevant administrative work.

A brief statement (1-2 paragraphs) explaining why you believe you're the ideal candidate to lead and grow BYHA's girls program.