

Detroit Lakes Youth Hockey Position Description

DIBS MANAGER

As an appointed position by the DLYHA Board of Directors, you are representative of the general public, working in the best interest of the entire youth hockey organization on behalf of the association's board.

Key Competencies:

- Ability to collaborate and interact with people.
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good / advanced computer skills including email, word processing and excel or spreadsheet management are required

The DIBS manager(s) are accountable to drive the events which improve the financial profitability of the youth hockey association through volunteer hours.

The responsibilities of the DIBS Manager include:

- Collect all DIBS check prior to the beginning of the season, report to the Hockey Director (Team Managers when assigned) of any families that have not turned in checks.
- Work with Scheduler, concession manager, and gaming staff to make sure all DIBS shifts are listed in SportsEngine App.
- Work with Registrar to determine the number of DIBS assigned to each family at the start of the season and ensure all families turn in DIBS checks.
- Monitor DIBS sign-ups, work with team managers and coaches to fill open shifts.
- Main point of contact for parents/families regarding DIBS (volunteer) program.
- Responsible for ensuring all shifts are filled.
- Work with Treasurer at the end of the season to cash checks of families that did not fulfill their DIBS requirements.
- Regularly report DIBS to the Board of Directors, including any families that have missed shifts or have completed extra shifts.

Salary:

\$1500 per season