

## **Aberdeen Hockey Association Job Description**

**Job Title:** Coordinator  
**Reports to:** HDC  
**Prepared Date:** 4/29/08

**Summary** Communicate with the coaches, players and parents at their respective level

### **Essential Duties and Responsibilities**

- Responsible for following the coordinator's handbook
- Work close with your coaches
- Recruit and fill all open team parent positions
- Provide necessary administrative functions
- Be the liaison between HDC and teams
- Communicate with schedulers, other coordinators and teams as necessary
- Make themselves available for questions and support on a year round basis

### **Skills and Abilities**

- Communication (speaking in front of groups)
- Excellent organizational skills
- People skills
- Ability to accept criticism

### **Computer Skills**

- Microsoft Office Programs (Excel, Word, Outlook) or similar; basic PC skills

### **Work Environment**

- Use home office/computer
- Minimal out of pocket costs may occur
- Be available at games for their respective level