

## **Aberdeen Hockey Association Job Description**

**Job Title:** Apparel Team Parent  
**Reports to:** Level Specific Coordinator  
**Prepared Date:** 5/12/08

### **Summary**

Responsible for checking out/checking in jerseys for team at the beginning and end of the season. Also responsible for coordinating any clothing orders done by AHA.

### **Essential Duties and Responsibilities**

- Responsible for check in/check out, and to keep track of team jerseys through out season.
- Coordinate all AHA clothing sales. Collect money and order forms, get to designated person to place orders. Deliver orders to parents.

### **Skills and Abilities**

- Communication
- Excellent organizational skills
- People skills
- Computer and phone skills

### **Work Environment**

- Use of home office/computer
- Use of personal phone
- Minimal out of pocket expense
- Available at games at their level