

Aberdeen Hockey Association Job Description

Job Title: Participation Team Parent
Reports to: Coordinator (Level Specific)
Prepared Date: 5-13-08

Summary Fill the positions necessary to hold an at home game and/or tournament at their respective level

Essential Duties and Responsibilities

- Responsible for soliciting volunteers for the required positions (concessions {5+}, gate {1}, scorekeeper {1}, announcer {1}, time clock {1}, penalty box {2}, Cougar store {1}, chuck-a-puck {1 adult} – scorekeeper and announcer can be the same person)
- Organize to ensure that all player's families/parents have shared the work load
- Provide necessary administrative functions
- Communicate with team coordinator, as necessary

Skills and Abilities

- Communication
- 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
- Be available at games for their respective level