

## **Aberdeen Hockey Association Job Description**

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

**Summary** Responsible for calling and reserving hotel rooms for out of town games, plan meeting spot to travel as a group, make sure all players have a ride, plan parent time and/or special events.

### **Essential Duties and Responsibilities**

- Pre-season: Inquire about special hotel group rates for towns on travel schedule.
- Coordinate joint travel and ride share programs.
- Make sure all players have a ride, keep in contact with coaches and parents.
- Make necessary room reservations.
- Coordinate joint meals and activities for away games.

### **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