



## SAMPLE JOB DESCRIPTION

### Atom Director

**Area of Responsibility:** Atom Age Category

**Objective:** Under the guidance of the ~ASSOCIATION~ Vice President of Operations, oversee the Atom age category.

#### Board Duties:

- Be familiar with the ~ASSOCIATION~ Constitution, By-laws and Playing Rules.
- Attend monthly Board/Operation meetings and ~ASSOCIATION's~ General Meetings.
- Vote on specific issues at Board Meetings and Operation Meetings.
- Assist with event-day operations during ~ASSOCIATION's~ Development events.
- Represent age category at all related meetings.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and Member Associations.
- Represent ~ASSOCIATION~ at the District's Annual General Meeting
- Participate in the ~ASSOCIATION~ screening policy.

#### Operational Duties:

- Provide guidance to ~ASSOCIATION~ Member Association's Age Category Coordinators.
- Recruit League Chair people for each Division within the age category and provide support throughout the season.
- Maintain a list of all suspensions for players and team officials.
- Assist with the formation of a seasonal plan detailing critical dates.
- Attend ~ASSOCIATION's~ Special Committee Disciplinary Hearings when required. Positively communicate with the ~ASSOCIATION's~ staff through email and phone on specific issues relating to the specific age category and ~ASSOCIATION~ issues.

#### Required Skill:

- A self starter with patience, common sense, and self-control.
- Able to liaise well with ~ASSOCIATION~ staff, fellow Directors, and League Chair people.



- Experience as a minor hockey volunteer preferably within the hockey operations environment.
- A keen interest in hockey.
- Dedicated and highly motivated.

**Time Commitment:**

- Monthly Board/Operations meetings are held the second Monday of every month and are usually approximately 3-4 hours in duration.
- Attend ~ASSOCIATION~ Meetings as required, Annual General Meeting and Awards and Appreciation Banquet.
- Seeding, Re-Seed and Esso Minor Hockey Week meetings are scheduled strategically based on scheduling deadlines and each of the three meetings are no more than 2 hours in duration.
- Attend the league chairs meeting at the start of the season and usually lasts 2 hours in duration.
- Check emails and answer any enquires in a timely fashion, approximately 2 hours a week.