



COORDINATOR POSITION DESCRIPTIONS (2025)

COORDINATOR POSITIONS

Term: One Year

Division Coordinators (2 positions per division) – U7-U17

- Attends necessary Division Coordinator Meetings (January, February);
- Liaisons with Vice-President Admin and Executive Director and oversees “A” Tryouts – U13-U17) and the General Evaluations of their players, following the appropriate Policies and Procedures.
- Answers any questions regarding the evaluation process and throughout the season.
- Attends Tryouts and General Evaluations overseeing volunteers ensuring everything runs smoothly
- Provide appropriate information to families/teams/coaches throughout the season.
- Reports to the Vice-President of Administration.

Evaluation Associate – Data Entry & Technical Support

- Overseen by Evaluation Director
- Lead technical support for new software implementation. Help set up new programming. Lead meeting to show Division Coordinators, Evaluation team how to run program. Troup shoot probl
- ems and/or contact Program Tech support for further help. The purpose of this role is to help make the Evaluation Process run smoothly and have someone on the evaluation team with specific skills that should a problem arise during evaluations, be the Lead person to help resolve the Tech Problem
- This person needs to be in the tech industry or competent with programming. The program we have moved to is Sports Evaluations.
- Duration of this role is from early February to mid-April (once teams are formed)

Evaluation Associate – Floor Organizer/Scheduler

- Organizing the given floor space for the full evaluation process. Work alongside Evaluation Director and Executive Director to build a schedule for athletes, evaluators and the duration of this role is prior to general evaluations through to the end of general evaluations (February to mid-April)
- This person should be organized and be able to run Excel on a fairly basic level.

Evaluation Associate – Volunteer Recruiter/Float

- This position is needed to fill the gaps and needs of the evaluation process.
- Finding volunteers for evaluating athletes as well as recruiting Floor Leads.
- Keeping records of the completed volunteering hours (100 points – 4/5 Hours) and provide to Executive Director/Volunteer Coordinator.
- The expected volunteer time frame for this role is from early February to mid-April
- This person will also be floating to help where needed during Evaluations when required
- This person should be organized and be able to run Excel on a basic level.

Goalie Gear Coordinator:

- Overseen by Equipment Director
- Works with Equipment Director to set dates for distribution of goalie gear to teams and full-time goalies.
- Ensure all equipment is signed out, deposit cheques received (full-time goalies and those signing out individually).
- Make arrangements to have goalie gear cleaned yearly in early September.
- Provide names of volunteers that completed their volunteering to Executive Director who helped in distributing or returning of gear.
- Help with inventory in the fall if required.

Jersey Coordinator:

- Works with and reports to Equipment Director.
- Works with Equipment Director to set dates for distribution and return of jerseys (medical kits, etc.) to all teams.
- Ensures all teams sign out their equipment.
- Provide names of volunteers that completed their volunteering to Executive Director who helped in distributing and returning of jerseys/equipment.
- Help with inventory in the off season if required.

Shorts Coordinator:

- Coordinates with Executive Director regarding distribution of shorts for season.
- Keeping up to date inventory of shorts.
- Communicate with volunteers and coordinate shorts distribution in March and also at Icebreaker in April.
- Expected volunteer time frame for this position would be from February – end of May

Tournament Lead (one each for Icebreaker, U9 Tournament and Canada Day)

- Overseen and works directly with Tournament Director and Executive Director
- Lead Person for their assigned Tournament – sets and runs meetings; reports to Tournament Director and Executive Director

- Oversees their committee and determines all aspects of the tournament by dividing jobs among the Tournament Coordinators (10-15 people) ex: fundraising; raffles; photographer; food for referees; check-in table, volunteering jobs required to fill, etc.
- Expected volunteer time frame for this position would be from January to the end of the tournament (this depends on which tournament you are helping with).

Tournament Committee Members (20 people for Icebreaker, Hive and Canada Day):

- Overseen by Tournament Lead (and Tournament Director)
- Obtains sponsors for food, Silent Auction, Raffle Table (Raffle Box); activities for day ie: face painting, food trucks, etc.
- Sets Volunteer Schedule for the day and days leading up to event;
- Provides volunteering spreadsheet to Executive Director
- Completes any AGLC documentation regarding Raffles on a timely basis and provides all reporting to Executive Director
- Expected volunteer time frame for this position from January to end of tournament
- Participate in end of tournament meeting.

Social Media Coordinator:

- Works with Executive Director regarding Twitter, Facebook and Instagram posts through the fall, winter and spring box season;
- Obtain photos from families to put on Social Media – bottle drives, tournament, team building events;
- Reviews websites for ALA, CDLA, RMLL, Junior teams (Winter Blast, etc.) and posts items that are relevant.

Volunteer Coordinator:

- Liaisons with Executive Director from January – June regarding volunteer positions filled or to be filled at Club Level;
- Obtains lists from Evaluation Director,
- Obtains lists from Team Volunteer Coordinators in early April showing those that have signed up for which team job
- Emails Team Volunteer Coordinators (mid-May) to ensure they are keeping track of hours ie: Box Volunteers
- Emails to Team Volunteer Coordinators reminding them to remind families that they need to ensure they are doing their team volunteering
- Team Lists to be received by Volunteer Coordinator by 3rd week of June.
- Report any families that did volunteering but paid fee up front (in order to be reimbursed or partially reimbursed) – Reimbursements take after the season ends.

Photo Coordinator:

- Works with Executive Director;
- Obtains copies of Team Lists and Managers

- Sets up a Sign-up Genius for teams to choose times for photos on Photo Day and provides to photographer
- Attends at location to meet photographer for set up and same at the end of the day;
- Schedule two volunteers for the day (1 – am and 1 pm);
- Obtain photos from Photographer and set up schedule to pick-up by teams.
- Provide invoice to Executive Director for payment

Updated – November 2025