

**Fairbanks Amateur Hockey Association
Administrative Assistant- Job Description**

SUMMARY

The Program Director is the primary point of contact for the Fairbanks Amateur Hockey Association (FAHA), and is responsible to the Board of Directors for the successful management and implementation of FAHA programs. The successful candidate will be a highly motivated and dynamic individual to oversee the day-to-day operations of the organization, manage volunteers, help administer the annual budget, aid the FAHA Board of Directors, President, and program Vice Presidents in accomplishing tasks through an extensive knowledge and understanding of FAHA, the Alaska State Hockey Association (ASHA) and USA Hockey (USAH), and takes a leadership role in helping the board in strategic and long-range planning of the organization.

GENERAL RESPONSIBILITIES:

Organizational and Administrative Management: Manage volunteer personnel and coordinate with the FAHA President, program Vice Presidents, and Division Directors in recruiting and providing volunteers to help in producing successful hockey programs.

Association Registrar: Coordinates and consults with program Vice President, team managers and ASHA on administrative matters concerning the registration of all players and coaches within the association. Concerns typically involve administrative matters that require skill in computer manipulation, and knowledge of ASHA requirements. Responsible for completing key administrative and clerical work such as maintaining data entry, updating and maintaining the FAHA web site, maintaining registration files, contact lists, and IT's.

Financial Management: Helps provide support to the FAHA Treasurer and Accountant in maintaining the associations bookkeeping and accounting functions, and is the primary point of contact for solicitation of program support and donations from outside organizations.

Programmatic: Work to improve existing programs and develop new programs consistent with the organizations mission. Help to secure programmatic funding. Participate in programmatic problem solving with appropriate volunteer staff and Board.

Communications/Public Relations: Provide leadership for organizations communications such as video, website, brochure (s), newsletter, local advertising, public speaking, and press releases.

Performs other duties as assigned by the President, program Vice Presidents, or the Board of Directors.

PRIMARY TASKS

Preseason:

- Set up FAHA website for regular season & special registrations (Spring League, Goalie Clinics, HS Prep Ice, etc.).
- Set up website for online payments.
- Post announcements on website & social media regarding assessments, tryouts, coach clinics, etc..
- Order jerseys & socks for regular season, & jerseys for spring league.
- Organize and coordinate first team meetings for Tier 3 and 4 (with VP House & appropriate Division Directors).
- Send sponsor request letters to all previous year sponsors in June/ July.
- Coordinate skills assessments (update forms, prep pinnies).
- Attend first practices for special registrations to ensure fees have been paid and all attendees are appropriately registered.

Inseason:

- Attend skills assessments, tryouts & first team meetings along w VP House and Coaching Coordinator.
- Assist VP House or Tier 3 Director with entering assessment scores & providing to coaches (must be done before T3 tryouts).
- Assist VP House or Tier 3 Director with coordinating T3 tryouts and collecting tryout fees.
- Provide vendor (Play it Again Sports) with player names & numbers & sponsors for jersey printing.
- Coordinate online posting of team rosters with VP House (after T3 tryouts & T4 team selections).
- Adjust player fees as needed (adding Tier 3 fees, applying goalie discounts & scholarships).
- Coordinate team Picture Day; and ordering/ distributing thank you sponsor plaques.
- Submit names to Fort Wainwright for pass gate list.
- Track coaches USA hockey numbers, background checks, safesport. Let Coaching Coordinator know when coaches out of compliance.
- Collect birth certificates as needed for proper team documentation.
- "Claim" coaches & players using USA Hockey and produce official rosters (1-Ts).
- Collect player registration fees and make family contacts when payments missed/late
- Order warmup jackets for T4 coaches and managers with HCF Clothing Coordinator, VP House & Coaching Coordinator.
- Coordinate warmup order for T3 players, coaches & managers with HCF Clothing Coordinator and T3 Director
- Provide office support for VP House, division directors, team managers & coaches.
 - purchase binders, sheet protectors, stickers, scoresheets.
 - print start of season forms (code of conduct, insurance, drug policy, parental volunteer commitment).
 - print any other handouts as needed (agendas, etc.).
 - print roster stickers for regular season & tournaments.

- Reserve conference rooms as needed for coach/manager meetings.
- Provide website training to team managers/ coaches as needed.
- Produce tournament books as needed (layout & take to printer).
- Archive original scoresheets at office (can be tossed after all state tournaments are complete & patches have been awarded).

Year Round:

- Attend all FAHA Board, House Committee, Manger & Coach meetings.
- Check FAHA mail, email & phone messages; pass messages along as needed.
 - FAHA will pay a \$25/month stipend towards a cell phone.
- Coordinate with FAHA Board with the placement of local advertisements by TV, radio, newspaper, social media and/or flyers.
- Work with the Ice Scheduler & VP House in proofing monthly draft ice schedules.
- Receive invoices from local ice arenas and referee association, and verifies with the Ice Scheduler that charges are accurate.
- Distribute verified invoices to the FAHA Treasurer and/or Accountant for payment.

SECONDARY TASKS

- Design and distribute quarterly newsletters (electronically).
- Solicit new and team sponsorships and program donations.
- Work with appropriate Board Members, Volunteers, and Vendors for the successful implementation of the organizations non-profit gambling license.
 - Successful implementation of this may qualify the incumbent for a bonus.
- Coordinate coaches meetings w VP House (if no coaching coordinator).

SUPERVISORY CONTROLS

The FAHA President makes assignments by defining the overall objectives, priorities, and deadlines. The incumbent receives few preliminary instructions on assignments that evolve from suspense's and other administrative management or support needs, and must be able to work independently and with little supervision.

The incumbent performs many duties independently, referring only the matters requiring final Program action to the President or program Vice Presidents. Many situations and conflicts arise which require the incumbent to carry out the successive steps and handle the problems and deviations in accordance with instructions, policies, and accepted practices.

The work is carefully reviewed to ensure that the overall objectives of the position are met. The methods used in arriving at the end results are not usually reviewed in detail.

TIME AND COMPENSATION

Administrative duties will vary and are dependent on schedule of events as the association is active year round; with more time expected during the fall and winter months and with the summer months being much lighter. Attendance and participation is required at the association's monthly board meetings and/or special Program sessions if called, and at program committee

meetings (House/Comp). Attendance during registration/skill assessments, initial team and parent, coaches, and team manager meetings is required. It is expected the incumbent will check the office, and can use it as needed, but it is not expected for the incumbent to be at the office for scheduled hours.

This position is a part time exempt position with the following approximate expectations of time worked:

August, September, October – 70 hours per month
November, December, January – 60 hours per month
February, March, April – 30 hours per month
May, June, July – 20 hours per month

QUALIFICATIONS

The applicant must pass a back ground check. The candidate should be familiar with the following:

- The structure and operation of non-profit organizations, fundraising techniques, grant application process and grant management.
- Knowledge of the organization and its mission, needs, and programs, in order to properly advise the President, Vice Presidents and staff on matters concerning the program as well as help in promoting and growing FAHA in the community.
- Ability to formulate conclusions and make recommendations based upon analysis and evaluation of collected data and present them to association officers for their use in ensuring efficiency, economy, and balance in the development and execution of operating programs.
- Working knowledge of various software programs such as Microsoft Word and Excel. Ability to utilize database systems to maintain program and personnel information and utilize the information to update charts and reports.
- Skill in developing written materials and the ability to present facts, conclusions or opinions so as to communicate ideas or recommendations to managerial personnel.
- Demonstrated experience with budgets, a familiarity with accounting and financial control systems.
- Experience in public speaking and excellent writing skills are desirable.
- The ability to work with Board, volunteer staff, parents, and players, and have knowledge of various techniques for promoting community relations including working with the media, public speaking, organizing, and knowledge of the programs we provide and positive projection of FAHA in the community.

- The ability to work independently and with little supervision.

The incumbent must have the ability to communicate with the board members, volunteers, parents, and members of the association by phone, email, or other electronic media, and must have access to the internet and email outside of the FAHA office setting.

Bachelor's Degree in Business or Public Administration with a minimum of three years of progressive responsibility in administrative work at the management level, or a combination of education plus three years related experience is preferred but not a limiting requirement.

Salary Position: 750.00/month.