

Job Title: Summer Student Grassroots Developer

Organization: Field Hockey Alberta

Status: Full Time Summer Student

Start Date: May 16th, 2016

Location: Edmonton, Alberta, Canada

Hours: 560 maximum hours. The job requires that most of the basic hours will be filled during weekends & evenings. Some travel will be necessary at the provincial level.

Salary: \$15.00/hr.

General: Field Hockey Alberta, the governing body for Field Hockey in Alberta is seeking a Grassroots Developer to aid current staff with grassroots programming, program development and regional development.

Purpose: The Grassroots Developer is a key ground working position within Field Hockey Alberta. Promoting field hockey, as well as supporting and expanding programming across the province will be primary duty.

Duties & Responsibilities:

- Arrange for, and submit advertisements, as indicated by Regional Developer and Executive Director.
- Plan, book and execute school clinics.
- Plan and execute Try-It-Free events.
- Recruit, organize, and communicate with volunteer managers and coaches.
- Organize and manage the distribution and return of all equipment.
- Request the purchase of uniforms, awards, and equipment for programs.
- Aid in the organization and execution of regional tournaments.
- Maintain or create databases of volunteers, coaches, and officials who are available in each region.
- Organize and execute summer camps.
- Provide and manage email communication to players, clubs, parents, division coordinators and coaches.
- Help with inventory of office equipment.
- Provide reports at the end of each season.
- Update and manage website.
- Organize and promote fall league
- Work with unofficial clubs within regions to try to encourage tournament participation in the province.

Required Skills:

- Good oral and written communication skills.
- Self motivation and high attention to detail.
- Access to a vehicle, as travel within the province will be required.
- Good understanding of field hockey basic skills.
- Ability to work in a team environment.

Date: _____

Signatures: _____

Summer Student
Alberta Field Hockey Association

Executive Director
Burgundy Biletski

This position is financially supported by STEP, Alberta Sport Connection, and Field Hockey Alberta.