

POSITION DESCRIPTION:

PARENT REPRESENTATIVES



REVIEWED:

1.0 PURPOSE

The Parent Representatives for the Preschool, Canskate and Stepping Into Starskate Programs, are a key component in the day to day execution of the programs. Supporting the the coaching staff and liaise with parents to ensure successful program delivery contributes to the success of the Club.

2.0 RESPONSIBILITIES

- Provide a report on the program, any concerns or challenges from feedback of parents
- Liaise with parents making sure any of the concerns are brought forward to the board of directors
- Assist board of directors with other committees as needed
- Attend monthly meetings and annual general meeting providing a year end report
- Bring mailbox from dressing room 1 out to ice surface at the beginning of each session and return
- Bring out name badge container and pin name badges onto skaters (when they are waiting to go on the ice; make sure name badges are returned after each session
- Take daily attendance of skaters
- Assist with skaters who show up late (make sure to get the attention of a PA and have the PA escort them to the appropriate group)
- Off ice assistance to skaters (finding parents for any reason; washrooms, cold, tired, crying)
- Ensure that parents do not remain in player bench area during ice session (parents should be sitting in bleachers unless called over for assistance to their skater)
- Assist Coach and Program Assistants returning teaching aids from players bench to dressing room 1 at the end of sessions
- Assist with other Club activities
- Monitor club activities while at the arena, provide club information as board representative to club members

3.0 REQUIREMENTS

- Good organizational skills, enthusiastic
- Ability to communicate effectively
- Make good decisions based on the best interest of the Club as a whole

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4.0 TIME COMMITMENT

- One year term of office; August 1 - July 31
- Estimated time;
 - Annual General Meeting, 2 hours per year
 - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
 - Attend scheduled sessions, 2 hours per week, 40-50 hours per year
 - General correspondence, 10 hours per year

Approximate total yearly commitment, 80-90 hours per year