



BILLET COORDINATOR JOB DESCRIPTION

The Billet Coordinator is a key position for the Cochrane Crunch Jr A Hockey Club and the NOJHL. This person helps ensure that both our Cochrane Crunch Players and Billet Families have a positive experience throughout the season.

Responsibilities Include:

- Recruit billet families to be able to host 25 players
- Be present at 2 Meet and Greet during off season.
- Use organization marketing and advertising avenues and material to maximize outreach plan.
- Attending house visits to ensure potential homes meet team qualifications
- Work with General Manager to execute billet agreements and match billet players and billet families
- Organize Meet and Greet Event For all players and Billet Families Upon 1st day arrival.
- Connecting billet families and players / families to become acquainted.
- Serving as resource to billet families during the season (approximately August -April) to facilitate and be liaison between organization and players parents/families.
- Monitor player placement/matches including an initial check-in with each family and at minimum a monthly check in through-out the season which can be done in person, over the phone or via e-mail.
- Report all incidences and requests to the General Manager. The General Manager will decide course of action. Will not make any decisions pertaining to player and /or billet family without discussing the situation with the General Manager.
- Assist families that may require their billet player to be placed temporality with another family
- Uphold and adhere to the Cochrane Crunch Billet Requirement and Player Code of Conduct and reports any issues that may have come to attention: ie: team rule violations code of conduct, player concerns about living arrangements or other players, billet family concerns or assistance etc.

Qualifications:

- Excellent Interpersonal Skills
- Strong Organizational Skills with Ability to Multitask
- Ability To Problem Solve
- Ability to remain unbiased in situations

Remuneration:

Monetary compensation based on # of players placed in billet homes and managed on a month-to-month basis.
 1 Regular Season Pass
 1 Crunch T-shirt
 Invite To Year End Banquet

Reports To: Cochrane Crunch General Manager

For Inquires on this role please contact James.MacEachern@cochranecrunch.com

Billet Coordinator Name: _____ . Billet Coordinator Signature: _____ Date: _____

General Manager Name: _____ General Managers Signature: _____