

## HNWT POSITION DESCRIPTION

POSITION: AWG Manager

REPORTING TO: Head Coach

RESPONSIBLE FOR: Administrative and logistical arrangements in support of the Program  
Addressing HNWT administrative and financial reporting requirements as required.  
Overseeing fund raising, as required, from time to time

AUTHORITY: TBD

### DUTIES:

- Ensuring that team personnel, coaches, players and parents are aware of all relevant Association policies and procedures including player evaluation and team selection;
- Scheduling facilities and logistical arrangements for players as required;
- Ensuring that the team has all required equipment and supplies;
- Providing the Chair, High Performance Committee with a list of players who have been identified for development and selection camps
- Providing the Chair, High Performance Committee with a list of players who have been selected for the team;
- Submitting the required information and application forms for team to the Chair, High Performance Committee least three weeks in advance of the proposed date of travel;
- Maintaining team uniforms in a manner consistent with Association policy;
- Submitting the required information and application forms for team to the Chair, Development Team Committee at least three weeks in advance of the proposed date of travel;
- Coordinate player registration at development and selection camps; and
- Oversee fundraising efforts for the Program; and
- Oversee all financial transactions associated with the Program

### DESIREABLE ASSETS:

- Commitment to the objectives, values and operating principles of the HNWT High Performance Program;
- Commitment to the effective administration and proper financial accountabilities of the Program;
- Ability to meet personal commitments and agreed-upon deadlines;
- Good writing and oral communication skills; and
- Demonstrated fund-raising skills; and
- Good inter-personal skills.

### TIME COMMITMENT:

- Approximately ten hours per week (commitment will vary from month to month) during the term of the commitment.
- At least a one-year commitment to the Program