

Metro East Inferno Female Hockey Association
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May 27, 2026.

Metro East Inferno Female Hockey Association – First Shift Coordinator

The role of **First Shift Coordinator** reports directly to Registrar and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **First Shift Coordinator** shall be responsible for, but not limited to, the following:

- Managing the Bauer First Shift Hockey Program including but not limited to:
 - Completing and submitting applications to host
 - Working with the Ice Schedule to secure ice-times
 - Securing on and off-ice volunteers
 - Developing on-ice practice plans with coaching staff
 - Working with First Shift to distribute gear
 - Communicating with families
- Promoting Female Hockey
- Liaising with Registrar to provide information for those who wish to join MEUFHA upon conclusion of the program
- Managing a First Shift 2.0 or Second Shift continuation program should demand warrant.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Administering and upholding the applicable policies and procedures of the Association.
- Reporting progress, results and concerns to the Board.