

**GAME SHEET COLLECTION COORDINATOR JOB DESCRIPTION**  
Revised January 2017

**JOB SUMMARY:**

To collect game sheets for all Brampton Hockey Inc. games played in Brampton arenas

**GENERAL RESPONSIBILITIES:**

- Collect game sheets from completed games on a weekly basis
- Sort games sheets by League and Division
- Deliver game sheets to office on a weekly basis

**AUTHORITY:**

- Responsible for the completion of own duties and responsibilities

**REPORTS TO:**

- This position will be posted annually. The successful candidate will report to the General Manager and have direct interaction with the appropriate Vice-Presidents

**SKILLS / KNOWLEDGE / EXPERIENCE REQUIRED:**

The following are minimum skill levels (other considerations such as additional work experience may be considered when selecting a suitable candidate(s)):

- Must be minimum 18 years of age
- Have a valid driver's license
- Able to work with minimal supervision
- Responsible for own travel expenses