

ICE SCHEDULER JOB DESCRIPTION

Revised January 2017

JOB SUMMARY:

To oversee ice scheduling for Brampton Hockey Inc. games, practices and playoff / play down schedules as mandated by the Executive and Board of Directors and appropriate leagues.

GENERAL RESPONSIBILITIES:

- Co-ordinate with the other centres games schedules. Input and maintain all home and away games, practices and playoff / play downs for the Representative and Select teams into the Brampton Hockey Inc. website. Notify teams that their schedules of games and practices schedules are available to review and print from the Brampton Hockey website
- Reschedule all Representative and Select teams' conflicts (including game, practice, tournament and playoff / play down conflicts) in the Brampton Hockey Inc. website. Notify Teams, Referee Schedulers, Timekeeper Scheduler, Brampton Hockey Inc., Leagues Vice-President and convenors of any changes made.
- Allocate and notify the required Representative and Select League ice for play off / play down games and maintain the Brampton Hockey Inc. website with the current schedules throughout playoffs / play downs. Arrange all series and round robins for play-downs and play-offs
- Return unused ice within the allowances in the City of Brampton ice contracts or as soon as possible and update the Brampton Hockey Inc. website. Manage and Sell any available ice and update the website so that Brampton Hockey Inc. Finance Department know who to invoice and collect payment from
- Work with Brampton Hockey Inc. Finance Department to resolve any billing issues from the City in regards to the monthly ice rental billing.
- Attend monthly League meetings and other meetings (i.e. Tri-County, SCTA) when required.
- Co-ordinate with the Rep and Select leagues tryout schedules for the upcoming seasons. Will require communication with the City on what ice is required and available.

AUTHORITY:

- Responsible for the completion of own duties and responsibilities

REPORTS TO:

- The Ice Scheduler position will be posted annually. The successful candidate will report to the General Manager and have direct contact with the League Executive

SKILLS/KNOWLEDGE/EXPERIENCE PREFERRED:

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

- Must be minimum 18 years of age
- Excellent organization and communication skills with practical experience in a community based organizational environment
- Strong computer skills with experience in using Word, Excel and Outlook including computer skills to make use of Brampton Hockey Inc. website