

## **TRYOUT GATE-KEEPER JOB DESCRIPTION**

Revised January 2017

### **JOB SUMMARY:**

To manage Brampton Hockey Inc. tryouts as mandated by the Executive and Board of Directors for all Representative, Select and Intra City tryouts

### **GENERAL RESPONSIBILITIES:**

- Collect appropriate tryout fee from each participant
- Complete the try-out registration list for each participant
- Ensure players who played for teams outside of the Brampton Hockey in the previous year provide completed Permission to Skate forms prior to being allowed to tryout
- Provide copies of registration list with assigned numbers to coaches for each session
- Reconcile and balance fees collected and submit cash, reconciliation form and registration list to the Brampton Hockey office
- Manage all personnel required to fulfill all tasks

### **AUTHORITY:**

- Responsible for the completion of own duties and responsibilities

### **REPORTS TO:**

- The 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
- Customer service experience handling cash and completing reconciliation forms.
- Able to work with minimal supervision.
- Accurately record information through the use of Excel, Word, or other computer programs