



Ice Scheduler

Job Description

An Ice Coordinator (or Ice Scheduler) is an administrative and operational role responsible for managing ice bookings, scheduling, and member services for CMHA. Responsible for managing ice rentals for evaluations, leagues, tournaments and team practices.

Responsibilities of the Ice Coordinator

1. Event/Season Coordination:

- Develop the season schedule for evaluations, practices, clinics, league, exhibition, and tournament play.
- Coordinate player evaluations with the CMHA Executive Board and Evaluators and adhere to CMHA's evaluation policy.
- Coordinate and schedule additional on-ice sessions, including powerskating, skills, and camps.
- Oversee tournament requirements in collaboration with team tournament coordinators.
- Schedule and organize Hockey Alberta-run Coach Clinics with the coach coordinator.
- Schedule and organize Officials' clinics in Canmore and Banff at the beginning of each hockey season, with the help of the Referee in Chief and Central Zone.
- Assess ice requirements and negotiate with the towns of Canmore and Banff as the primary point of contact.
- Work with teams to submit blackout date requests within league scheduling windows and rules.
- Coordinate team practices, league registration, photos, and games.

2. Communication and Collaboration:

- Work collaboratively with the CMHA Board of Directors and committees to implement initiatives and improvements as needed.
- Act as the liaison and primary point of contact with governing bodies, including the Central Alberta Hockey League, Rockies Hockey League, Rocky Mountain Female Hockey League, and Hockey Alberta in regard to ice requirements

3. Administrative Duties

- Manage emails and correspondence regarding all ice requirements
- Attend all CMHA Executive meetings, including the AGM..
- Review league deadlines, policies, and regulations before each season.
- Oversee action items, ensuring timely completion.
- Work with the Treasurer on budgeting for ice
- Review monthly ice invoicing.
- Monitor ice usage and returns during the season, including playoffs.

Job Qualifications and Required Skills

Candidates who possess a mix of education and experience, who are equipped with the necessary skills and knowledge, are eligible for consideration.

The ideal candidate for this position should have:

- 1 years' experience with sports team registration, management, and communication software.
- Proven administrative expertise showcasing strong organizational, time management, and problem-solving skills.
- Proficiency in office software such as Microsoft Office (Excel, Word) and Google Workspace.
- Excellent written and oral communication, interpersonal skills, and the ability to handle confidential information discreetly.
- Integrity and professionalism in managing sensitive matters.
- Adaptability, flexibility, and a track record of meeting deadlines in a dynamic work environment.
- Ability to work independently, prioritize tasks, and maintain high standards.
- Strong attention to detail and accuracy, with a willingness to complete projects to high standards.
- Experience with records management, report writing, and basic knowledge of accounting principles.
- Knowledge of Hockey Canada's rules and regulations, Hockey Alberta procedures and Bylaws, including experience with the Hockey Canada Registry.
- Analytical skills for policy planning and identifying opportunities.
- Ability to interpret and follow business documents such as policies, procedures, manuals, and other related documents.
- Financial planning, auditing, and budgeting skills.
- Proven ability in fostering positive relationships and a genuine commitment to maintaining trust, accountability, and transparency.

Work Environment:

The Ice Coordinator should be prepared for a non-traditional, flexible work schedule, including evenings and weekends. The role involves seasonal busy periods with high time demands, occasional travel, and attendance at executive and other meetings.

Salary and Benefits:

Salary will be commensurate with experience.