**Innisfil Minor Hockey Association**

**Ice Scheduler**

**Position Responsibilities**

The Ice Scheduler is responsible for the procurement and maintenance of all ice times for all IMHA teams.

Responsibilities

* Negotiate and procure ice from the town of Innisfil on behalf of the IMHA
* Manage and adhere to the IMHA Ice Budget
* Attempt to maximize ice utilization and reduce wasted ice.
* Develop a good working relationship with town and arena managers
* Responsible for scheduling all games and practices for all IMHA teams.
* Review and approve all ice invoices.
* schedule and update using the associations website
* Provide reports on ice usage and updates to the board as needed
* Fulfill all job requirements as per IMHA By-Laws and Rules of Operation
* Work collaboratively with coaches and managers with requests for ice rescheduling requests.
* Report any issues to President of IMHA
* Attend board meeting as required

OMHA Responsibilities

* Attend YSMHL Scheduling meetings
* Attend SRLL Scheduling meetings

Experience

* Knowledge of Minor Hockey operations is an asset
* Knowledge of Ice Scheduling module of website required.

Competencies

* Commitment to maintaining strict confidentiality
* Strong organizational, time management and multi-tasking skills
* Good interpersonal and communication skills
* Flexible availability, must be available to work flexible hours
* Must have the ability to communicate effectively via email and other electronic correspondences
* Proficient with Microsoft Office programs
* Proficient with virtual meeting software
* Independent, self-motivated worker
* Must have a positive attitude

Compensation

* 1-year contract.