

Job Title: Hockey Scheduler

Organization: Northeast Eagles Minor Hockey Association

Location: St. John's/Remote

Job Overview:

The Hockey Scheduler for the Northeast Eagles Minor Hockey Association is responsible for coordinating and managing all hockey schedules, including practices, games, tournaments, and special events for all teams within the association. This role is essential to ensuring that the hockey season runs smoothly and that teams are properly scheduled with minimal conflicts. The scheduler will work closely with coaches, team managers, arenas, and leagues to create a balanced and well-organized schedule.

Key Responsibilities:

- **Create and Manage Schedules:** Develop and maintain schedules for practices, games, and tournaments for all teams within the association.
- **Coordinate Ice Time:** Allocate ice time across teams based on their needs, availability, and league requirements.
- **Conflict Resolution:** Ensure minimal conflicts between team schedules, addressing any overlaps or issues that arise with ice availability or external commitments.
- **Communication:** Communicate schedules and updates to coaches, team managers, players, and parents. Ensure all parties are aware of any changes to the schedule.
- **Liaison with Arenas:** Coordinate with local arenas and ice facilities to secure ice times and adjust schedules when needed.
- **Collaboration:** Work closely with league officials to ensure compliance with league requirements and schedules, adjusting for any league-imposed changes.
- **Monitor and Adjust Schedules:** Make real-time adjustments to schedules in response to weather events, rink closures, or other unforeseen disruptions.
- **Record-Keeping:** Maintain accurate records of all scheduling activities, ice time usage, and team participation in tournaments and events.
- **Assist with Special Events:** Help organize and schedule special events such as playoffs, tournaments, clinics, and end-of-season celebrations.
- **Manage Scheduling Software:** Utilize scheduling software to streamline operations and ensure efficient communication of changes.

Qualifications:

- Strong organizational and time-management skills
- Familiarity with minor hockey operations, including game and practice structures
- Experience using scheduling software or other relevant tools

- Strong communication skills, both written and verbal
- Ability to work collaboratively with coaches, arena staff, and league officials
- Detail-oriented and able to manage multiple tasks under tight deadlines
- Previous experience in sports scheduling is preferred, but not required
- Understanding of the local hockey landscape and league operations is an asset

Work Conditions:

- Part-time, with flexible hours during the hockey season
- Must be available for occasional weekend and evening work to adjust schedules as needed
- Ability to work remotely but may require occasional attendance at meetings or events

Reports to: Executive Director

If you're passionate about hockey and have the organizational skills to keep our teams on track, we'd love to hear from you!

Please send your resume, including three references, to office@northeastagles.ca on or before October 12, 2024, referencing Scheduler in the subject line.