

LEAGUE SCHEDULER		
Term:	1-year with opportunity for renewal	Paid Position: \$2,000
Re-Election Year:	Annually assessed	Voting Director: No
OVERSEES:	Manages all matters related to the scheduling of games and referees	

Metro Minor Ball Hockey Association (MMBHA) is looking for someone to create and manage this season's schedule, including but not limited to practices, games and rinks.

We are looking for someone who has or is looking to develop the following skills and experience.

Skills and Experience

Must Haves:

- Proficient technical skills including Microsoft Office (Word, Excel, Outlook), and registration systems/processes
- Strong organizational skills
- Strong computer knowledge; Excel, Microsoft Office, Internet
- Ability to problem solve, learn and deliver high quality results with minimal guidance

Nice to Have:

- Scheduling experience
- Negotiation and conflict resolution
- Previous volunteer experience with Metro Minor and/or any other sports association or related work

Description of Duties

- Create and manage the league's practice, league and playoff schedule
- Attend interlocking meetings with other lower mainland ball hockey associations
- Determine league scheduling needs based on arenas, times, number of teams and the number of regulars season and playoff games
- Collaborate with the Referee Scheduler to ensure referees and game schedules are aligned and free of conflict
- Create game schedules as directed by the President (or delegate) in a timely manner
- Provide MMBHA Executive Committee with draft schedules for season games before posting
- Ensure schedules are equal and fair with regards to division distribution of game times and games played by each team within divisions
- Support the executives and division managers when scheduling needs or conflicts arise (eg. Rinks are needed for coaching or referee clinics and/or there are game conflicts or clarification needs)
- Ensure appropriate time between games for team warm-up and cool down

- Work with the Registrar to update and share communications items as needed (TeamSnap, web and/or other)