

Ice Scheduler



Role:

This position procures ice time from the City of Detroit Lakes to support the operation of the association and for the allocation and use of the ice (subject to Board approval).

Responsibilities:

- Develop recommended policies for ice allocation to the board for approval.
- Maintain positive relationship with area arena managers and officials.
- Has overall responsibility for scheduling team practices and games.
- Attends the District 15 scheduling meetings.
- Updates schedule and communicates updates.
- Provide reports to the board regarding ice utilization.
- Review all practice/game schedules.
- Review ice usage reports (use to budget).
- Contribute required time which will include weekends and evenings.
- May be required to drive to required locations, i.e. arenas, meetings, storage shed, etc.

Requirements:

- Personal computer with word processing capabilities/tools.
- E-mail capability, required to maintain and interact via email on a regular basis.
- Cellular phone or voice mail.
- Positive attitude, great interpersonal skills and ability to collaborate with many people.
- Self-Motivated and takes initiative.
- Ability to negotiate and resolve conflict, provide constructive feedback.
- Attend all Board meetings and other meetings related to association as necessary.

Time Commitment:

This is a 9-month position that requires the needed time requirement to make schedules work based on the time of year and current level of activities.

Salary:

\$2,000 per season.