



Job Title:	Ice Scheduler		
Job Description			
DESCRIPTION			
<p>The Ice Scheduler is responsible for the procurement of ice time from local facilities to support operation of the association, for implementing policy on the use and allocation of the ice, and for maintaining a positive relationship with the management of the local ice facilities, co-op ice schedulers, team managers and coaches. As an appointed position by the AVHA Board of Directors, you are a representative of the general hockey public, working in the best interest of the entire youth organization on behalf of the association's board. You are required to provide status, input and direction to the executive committee related to the area of responsibility as defined within this description.</p>			
RESPONSIBILITIES			
<ul style="list-style-type: none">● Negotiate and procure ice time from local rinks in support of association activities● Work with co-op ice scheduler(s) when purchasing and scheduling ice.● Attend District 8 meetings as required● Has overall responsibility for scheduling team practices and games● Publishing and maintaining ice schedules for teams and other association ice events.● Review and approve facility invoices for the use of ice● Provide monthly ice utilization reports to team managers● Provide monthly ice reconciliation reports to board of directors● Attend AVHA board meetings when required			
KEY COMPETENCIES			
<ul style="list-style-type: none">● Interpersonal skills, ability to collaborate and interact with many people● Good organization and facilitation skills● Good written and verbal communication skills● Positive attitude● Problem solving and analytical skills● Self motivated and takes initiative● Base computer skills including email and word processing is required			
JOB REQUIREMENTS:			
<ul style="list-style-type: none">● Contribute required time which may include weekends and evenings● Required to attend association defined meetings when required● Personal computer● Cellular phone● Must provide consistent and regular communications to designated board director			
Last Updated By:	Jeremy Pries	Date/Time:	May 16, 2019