

Scheduler

Major Role: The Scheduler is responsible for working with the Wyoming Amateur Hockey League (WAHL), Board, Coaches, and Association to schedule practices, home league games, tournaments and any other special hockey related events during the course of the season. The Scheduler is the primary contact with the Ice Arenas Rink Director and the Assistant Director. As a member of the association's board, you are a representative of the general hockey public, working in the best interest of the entire youth organization. You are required to provide status, input and direction to the board related to the area of responsibility defined within this description.

Responsibilities:

- Scheduler ensures that the schedule on the Google Calendar is up to date and accurate
- Obligated to coordinate with the Board and Coaches as to League Team entries and classifications and then to represent GHA at the annual WAHL scheduling meeting held in either August or September each year.
- The figure skating club will be consulted often (and definitely prior to going to league scheduling), primarily regarding their mandatory weekends and potential date rearrangement as the season progresses (especially in the event of state tournament bids).
- The CCPRD recreation department will also be another necessary contact in order to work around their programs such as Learn to Skate, Drop in Hockey, and Mite/House League Hockey. Most of this can be done in the summer with the directors from both departments there.
- Develop recommended policies for ice allocation to board for approval
- Has overall responsibility for scheduling team practices and games
- Assist with other roles as required

Job Requirements:

- Maintain positive relationship with Ice Arena Managers, Officials, Coaches and Team Managers
- Contribute required time which may include weekends and evenings
- Required to attend association meetings and WAHL scheduling meeting
- Email capability, required to maintain and interact via email on regular basis
- Must provide consistent and regular communication to Board, Coaches, Ice Managers, and Team Managers
- Self-Motivated and takes initiative

Time Need for Position: This is a 24-month position, re-appoints every two years. This position requires 2 to 4 hours weekly, based on time of year and current level of activities. Requirements may jump to 8 to 10 hours per week during peak activity times plus a day trip to the WAHL scheduling meeting.