

Kitscoty Minor Hockey is seeking a highly motivated individual to fill the position of Ice Schedule Coordinator.

Core Responsibilities:

- Creating and managing ice schedules for all KMH teams.
- Fair and equitable distribution of ice time based on priorities, availability, and user needs
- Collaborating with Arena board ice scheduler, team managers, referee coordinator and arena staff to ensure schedule adherence
- Effective communication to address inquiries, changes and conflicts

Skills and Qualifications:

- Organizational Skills: Ability to manage complex schedules and prioritize tasks
- Time Management: Efficiently handling multiple requests and deadlines
- Problem Solving: Finding solutions to scheduling conflicts and optimizing ice usage
- Attention to detail: Ensuring accuracy in scheduling and any data entry
- Customer Service: Building positive relationships with users

This is a temporary 6-month contract position with a salary of \$2,500.00. The hours required will vary week to week.

Interested applicants should submit their resume by September 9, 2024, to admin@kitscotyminorhockey.com