



The NMHA is currently accepting resumes for the Position of Competitive Ice Scheduler for the 2019/2020 Season. Compensation is provided.

The successful candidate will begin training for the position early in the New Year. Below is an outline of duties.

Job Summary

- To coordinate the scheduling of practice ice, home game changes, and playoff games for up to 25 competitive teams in the NMHA.
- The coordination of the billing of practice ice and other NMHA charges to competitive teams.
- Liaise with the NMHA referee/timekeeper scheduler to schedule officials.
- Work within the NMHA to ensure optimal utilization of available ice.

Essential Skills

Excellent communication, organizational & time management skills are essential to this position

Excellent computer skills, particularly the ability to work in Word, Excel, and Outlook.

The ability to learn effectively a new system

Knowledge of the Competitive hockey program within the NMHA is essential.

Please forward resumes to Brenda Neumann, NMHA President at president@nepeanminorhockey.ca and Arlene Cameron vp.competitive@nepeanminorrockey.ca

Only those chosen for interviews will be contacted.