



## JOB OPPORTUNITY

May 25, 2023

Girls Hockey Calgary (GHC) is seeking a highly organized, strong communicator, and motivated individual to become its Ice Scheduler. GHC is a city-wide organization with the goal to provide girls the opportunity to play hockey on all girls teams at all age groups. GHC has continued to grow in numbers over the past decade, last season we had over 1,100 girls across 60+ all girls teams. The role would report directly to the Board of Directors (Board).

The roles and responsibilities for the Ice Scheduler are listed but not limited to the below:

- Communicate and work with both Hockey Calgary and private arenas to maintain all the ice contracts, which include the allocation of ice and renewal of all ice bookings on annual basis.
- Schedule all ice bookings for the different age groups relating to camps, evaluations, practices, games, tournaments, and provincials.
- Maintain accurate records for ice allocations between the different age groups to review and approve ice invoices.
- Communicate and work with the Board and its other volunteers (Director, Coordinators, Coaches, etc..) to setup and adjust ice bookings and allocations throughout the year.
- Prepare an annual budget for the ice cost, and provide updates and variance analysis to the budget on a monthly basis.

The qualifications for the successful candidate are listed but not limited to the below:

- Prior Ice Scheduling experience is a strong asset
- Strong Microsoft Excel skills
- Experience with ice permits and contracts
- Strong at both verbal and written communication
- Experience with budgets and variance analysis
- Highly organized and a self motivator

The role would be start as soon as the successful candidate is available, compensation will be determined based on the experience level of the successful candidate.

To apply, please send cover letter and resume to [admin@girlshockeycalgary.com](mailto:admin@girlshockeycalgary.com).

**Deadline: Friday, June 9, 2023**

### Girls Hockey Calgary Association (GHC)

📍 5749 76 Ave SE, Calgary, AB T2C 4S6

☎ +1 (403) 278-9223

✉ admin@girlshockeycalgary.com

🌐 girlshockeycalgary.com