

**Job Title:** Ice Scheduler

**Company:** Blindman Valley Minor Hockey Association

**Location:** Central Alberta

**Job Type:** Part-Time Paid Volunteer

**Compensation:** \$1000/month August 2025 – March 2026

**Closing Date:** May 31, 2025, 23:59

#### About Us:

In 2023, The Blindman Valley Minor Hockey Association (BVMHA) was created and formed through a merger of the Bentley, Eckville, and Rimbey Minor Hockey Associations, along with The West Central Wildcats Female program. This organization is overseen by a supportive executive board, responsible for managing all hockey operations. With over 300 active members in its inaugural season BVMHA continues to grow and remains dedicated to foster minor hockey at all levels in Central Alberta.

#### Job Summary:

We are seeking a highly organized, proactive, and detail-oriented individual to take on the role of **Ice Scheduler** for the 2025–2026 season. This key position ensures the smooth operation of all on-ice programming, coordinating with municipalities, community arenas, team managers, and league schedulers.

#### Responsibilities & Qualifications:

##### Ice Acquisition & Arena Coordination

- Liaise with town offices and arena/community staff to book and confirm ice times
- Secure practice and game slots and special event ice (tournaments, picture days, clinics)
- Adjust schedules in response to ice availability changes, holidays, and weather disruptions etc.
- Create a fairly distributed schedule amongst approx 26 teams for practices. Preferably on a rotating basis.

##### Team & Game Scheduling

- Coordinate and distribute team practice schedules to managers including extra ice
- Submit game details (date, time, location) to the referee scheduler
- Submit available home ice times to leagues for game scheduling
- Maintain up-to-date records of all ice bookings and team usage

##### Communication & Collaboration

- Maintain clear and consistent communication with team managers, arena personnel, league schedulers, and association executives
  - Respond promptly to schedule change requests, conflicts, and last-minute needs

#### Qualifications:

- ✓ Strong organizational and time management skills
- ✓ Excellent communication and interpersonal abilities
- ✓ Familiarity with scheduling software or tools (e.g., Excel, Word, RAMP)

**How to Apply:**

Interested candidates are requested to submit their resume, cover letter, and any relevant certifications to our executive Stephanie Carlson, [presidentbvmh@gmail.com](mailto:presidentbvmh@gmail.com). Please include "Ice Scheduler –[Your Name]" in the subject line. Interviews will be extended to shortlisted candidates only, with compensation determined in line with other associations with similar roles.

Note: The Hockey Association is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.