

**Job Title:** Referee Scheduler

**Company:** Blindman Valley Minor Hockey Association

**Location:** Central Alberta

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

**Compensation:** \$1000/month September 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 an organized and dedicated individual to join our team as Referee Scheduler. The Referee Scheduler will play a vital role in coordinating referee assignments for all games and tournaments within our hockey associations. This primary focus will be on ensuring all games not only have referees available but will ensure the referees are placed in the correct games to also be successful.

#### Responsibilities & Qualifications:

- Communicate game assignments and schedule changes to referees in a timely manner.
- Work closely with team managers, referees, and league officials to ensure all games are assigned and feedback is obtained.
- Maintain accurate records of referee availability and make sure all contact information is kept up to date.
- Coordinate and provide support for both the Team Finance, Finance Lead, and Ice scheduler where required.
- Coordinate with divisional director should referee related issues arise
- Have strong communication skills with experience in scheduling or coordinating sports, preferably hockey.
- Ability to manage multiple tasks and prioritize effectively.
- Flexibility for evening and weekend work during the hockey season, this may include any statutory holiday whereas there are home tournaments.
- Proficiency and experience with team management apps (Team Ramp, etc.)

#### 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 "Referee 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.