

Thank you for your interest in RRYHA Scheduler. The Scheduler plays a pivotal role in ensuring integrity and smooth operation for all RRYHA games and practices. RRYHA Scheduler handles scheduling all RRYHA games, practices, tournament registration, and other events. This includes procurement of ice time, scheduling with other associations and coordinating with Referee and Volunteer Coordinator. Ice costs and allocation of time must be within RRYHA budget along with board approval.

Please complete this application and send a scheduler-oriented resume.

**Qualifications:**

- Exceptional organization and time management skills, ability to balance conflicting priorities to manage workflow to meet deadlines.
- Experience in planning and execution
- Technical knowledge of hockey is a strong asset.
- Excellent interpersonal and communication skills. The ability to use broad range of communication skills to effectively communicate with varying audiences and situations.
- High level of integrity and professionalism.
- Self motivated and takes initiative.
- Proficient with computer software programs/apps such as Microsoft Office, Google, Crossbar, etc.

**Job Requirements:**

- Scheduling takes place April until end of hockey season.
- Maintain schedules in Crossbar or other sports scheduling platform for all RRYHA teams.
- Must be responsive, adaptable, and available to handle cancellations and re-schedules.
- Most attend Board of Director Meetings, District, HOC Board and other association meetings as requested.
- Understand and follow MN Hockey, RRYHA and USA Hockey policies and procedures.
- Contribute the required time needed for scheduling which may include nights and weekends.
- Provide updates and consistent communication to HOC Board and Board of Directors.

**RRYHA Scheduler Application**

Applicant name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Hockey/Scheduling Related Experience:

Please summarize experience that would make you an excellent candidate for RRYHA Scheduler:

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How would you handle complaints about a team's schedule:

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What makes you a good fit for Scheduler:

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List strengths in decision-making and communication:

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Please send your resume oriented to RRYHA Scheduler along with a completed application to: [rryhapresident25@gmail.com](mailto:rryhapresident25@gmail.com) and [rryhasecretary@gmail.com](mailto:rryhasecretary@gmail.com).

Thank you for your interest

RRYHA Board of Directors