

## **Roseville Area Youth Hockey Association**

### **Ice Scheduler (Part-Time/Seasonal)**

**Location:** Roseville, MN

**Organization:** Roseville Area Youth Hockey Association (RAYHA)

#### **Position Overview**

Roseville Area Youth Hockey Association is seeking a highly organized, detail-oriented, and collaborative Ice Scheduler to oversee the planning, coordination, and management of association ice usage throughout the hockey season.

This role is critical to the success of RAYHA operations and directly impacts the experience of players, coaches, families, and teams across all levels of the association. The Ice Scheduler works closely with arena management, board members, coaches, team managers, and tournament staff to ensure fair, efficient, and effective use of ice resources.

The ideal candidate is an excellent communicator who thrives in a fast-paced environment, can manage competing priorities, and is comfortable balancing the logistical complexity of youth hockey scheduling.

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#### **Key Responsibilities**

- Coordinate and manage all RAYHA ice scheduling activities for practices, games, clinics, tournaments, tryouts, evaluations, and special events
- Serve as the primary liaison between RAYHA and arena/facility management regarding ice contracts, scheduling, cancellations, and changes
- Allocate ice equitably across age levels and teams in alignment with association priorities and policies
- Build and maintain seasonal master schedules for all association programs
- Coordinate with coaches, level directors, tournament directors, and team managers regarding scheduling requests and conflicts
- Schedule league, district, scrimmage, and non-league games in coordination with Minnesota Hockey and District 2 requirements
- Manage schedule changes due to weather, tournaments, conflicts, or facility impacts
- Communicate schedule updates in a timely and professional manner to impacted teams and families
- Maintain accurate records of ice usage, exchanges, credits, and unused ice
- Coordinate the release, resale, or reassignment of unused ice when appropriate
- Assist with scheduling support for RAYHA tournaments, camps, clinics, and special programming
- Work with the Treasurer and Executive Board regarding ice budgeting and cost tracking

- Ensure schedules are properly entered and maintained within the association's scheduling and website platforms
  - Attend board meetings and provide scheduling updates as requested
  - Support the association's mission by representing RAYHA professionally and positively at all times
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### **Qualifications**

- Strong organizational, time management, and communication skills
  - Ability to manage multiple moving pieces and deadlines simultaneously
  - Comfortable working with spreadsheets, scheduling software, and online systems
  - Ability to problem-solve quickly in high-pressure situations
  - Strong attention to detail and accuracy
  - Ability to communicate effectively with coaches, families, arena staff, officials, and volunteers
  - Prior youth hockey scheduling, operations, or team management experience preferred
  - Familiarity with SportsEngine, Crossbar, ArenaGuide, or similar scheduling platforms is a plus
  - Knowledge of Minnesota Hockey and District 2 scheduling practices preferred
  - Ability to work evenings and weekends during the hockey season as needed
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### **Time Commitment**

- Primary scheduling responsibilities occur from August through March
  - Off-season planning and coordination may occur during spring and summer months
  - Increased workload is expected during evaluations, season startup, and tournament weekends
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### **Compensation**

This is a paid seasonal position. Compensation will be determined based on experience, availability, and scope of responsibilities.

Potential compensation structures may include:

- Seasonal stipend
  - Monthly payment structure
  - Additional compensation for tournament or special event scheduling responsibilities
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### **Why Join RAYHA?**

- Play a vital role in supporting youth hockey in the Roseville community
- Help shape a positive experience for hundreds of players and families

- Flexible, primarily remote work with meaningful organizational impact
  - Work alongside passionate volunteers and hockey leaders
  - Be part of a respected and established youth hockey association
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### **Application Process**

Interested candidates are invited to submit a resume and letter of interest to:

**[rayha-applications@rayha.org](mailto:rayha-applications@rayha.org)**

Applications will be accepted until the position is filled.