



Position: Minto Adult Hockey League Timekeeper

Job Type: Part time- 1-20 hours/week

Reports to: League Coordinator & Facility Allocations Representative

How to apply: By email to League Coordinator, Scott Shackell: sshackell@mintosc.com

Wage: Minimum Wage- \$14/hr

RELATED DUTIES:

- Arrive and swipe in at your start of your shift
- Gather material needed in league office
- Fill out the dressing room assignment board (if you are the first MAHL staff on site)
- Visit the teams dressing rooms ten minutes before the game start time, call out player's name and write down their number.
- Ensure the referees are present
- Manage the clock, keep track of goals, assists and penalties
- Accurately record stats on the gamesheet
- Input stats online during the game
- Play music during warm up/stoppages of play
- Notify supervisor of any game incidents
- Select game MVP's and hand out prize to each team at the end of each game

ESSENTIAL CUSTOMER SERVICE DELIVERY RESPONSIBILITIES:

- Provide outstanding customer service at all times
- Presents him/herself in a cheerful, positive manner at all times
- Exceptional problem skills
- Assists in making the league participant's experience fun and positive

REQUIREMENTS/QUALIFICATIONS

- First Aid/CPR is considered an asset
- Ability to work independently, take initiative and multitask
- Must be able to work in the cold for a long period of time

- Must be fully knowledgeable with the rules of hockey
- Bilingualism is considered an asset
- Must be a team player
- Very strong work ethic
- Ability to work under pressure situations and deal with difficult people
- Must be available to work nights on weekdays (Mon-Fri) as well as during the day on weekends

Please submit your cover letter and resume to the League Coordinator- Scott Shackell at sshackell@mintosc.com.