



HWI Ice Scheduler Duties

Job Title: Ice Scheduler – Hockey West Island Inc.

Position type: Part-time volunteer role, with a small honorarium

Required hours per week: Flexible, 5-6 hours per week (Oct - Mar), 10-12 hours per week (Aug-Sep) - set your own schedule

About Us: Hockey West Island [HWI] is a community-based organization dedicated to providing a safe, inclusive, and competitive environment for hockey players of all skill levels who are between the ages of 4 and 27 and residents of Pointe-Claire and Dorval. Our mission is to promote the values of sportsmanship, teamwork, and athleticism while fostering a love of the game.

We are currently seeking a dedicated and passionate individual to take on the role of the HWI Ice Scheduler for the 2025-2026 season.

Position Overview: The HWI Ice Scheduler is responsible for all ice scheduling activities and is the scheduling liaison with Hockey Lac-St-Louis and partner associations. The HWI Ice Scheduler will work directly with the association's city liaisons as it relates to ice scheduling and will provide updates to the HWI Executive as needed. The HWI Ice Scheduler handles the main scheduling activities for single letters - so internal liaising with the VP single letter and the VP Admin & Development is required on a regular basis. The HWI Ice Scheduler is a member of the HWI board of directors and is required to provide regular updates to the Executive and at board meetings. The HWI Ice Scheduler is a volunteer position with a small honorarium provided.

Specific Tasks:

- Obtain ice models and ice contracts from the cities of Pointe-Claire and Dorval to ensure adequate ice is available for the association's needs.
- Allocate ice for specific HWI needs including evaluations, clinics, practices, and games.
- Participate in annual game schedule creation by identifying hours available for game slots and ensuring allocation in the Hockey Lac-St-Louis Scheduling system.
- Publish a practice schedule every week ensuring an equal split of practice hours by HWI teams.
- Manage schedule conflicts that arise due to tournaments, and work with other associations to re-schedule games.
- Manage team blackout dates in the scheduling system to ensure that team needs are managed and to avoid creating new scheduling conflicts.
- Work with partner associations to provide ice to support their ice needs.
- Coordinate and advise the HWI board on any additional ice purchases for the association.
- Team Coordination: Work with coaches, team managers, and division directors to understand ice requirements and resolve conflicts.



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- Coordinate ice schedule for the annual HWI tournaments.
- Support invoice reviews of ice to ensure ice used is appropriately billed.

Skills and Background:

- Previous scheduling experience whether in sports or elsewhere is an asset.
- Familiarity with the HC, HQ, LSL, CHL, and HWI By-laws and regulations.
- Ability to work in Google Forms, Excel, and other web-based software.
- Ability to learn basic web software for scheduling inputs and summaries.
- Ability to work by email in a timely manner to address scheduling needs of the association.
- Ability to manage complex schedules, multiple teams, and varying demands.
- Basic written and oral communication skills (EN & FR) to liaise with arenas, coaches, and association members.
- Proactive and strategic thinking to address and resolve scheduling issues and conflicts.
- Attention to detail in ensuring schedules are accurate, complete, and distributed on time.
- Flexibility to adjust schedules and handle unexpected changes throughout the season.

We welcome applicants from all backgrounds and encourage diversity in our leadership team.