



Job Description

Position Title: Convener

Type Of position: Part Time Contractor

Reports To: HMBHL President

Location: Various Arena locations

Major Function:

Prepare and carry out games and events, so as to maintain an organized and safe environment for all members in accordance with HMBHL and OBHA rules, regulations and guidelines. Communicate with parents and members as required.

Responsibilities and Accountabilities:

- Assess environment to make sure we provide a safe playing environment.
- Responsible for all equipment that is on site in the arena.
- Game preparation including and not limited to game sheets, team rosters and special forms.
- Interaction and communication with members, written and verbal.
- Make sure the time clock and scoreboard are being operated correctly by the Timekeeper.
- Make sure game sheet statistics entry is done correctly by the timekeeper.
- Make sure members abide by the HMBHL rules and regulations.
- Writing reports as required.

Qualifications:

- Excellent verbal and written communication skills.
- Knowledge of hockey rules and statistics.
- Knowledge of filling out a game sheet an asset but not mandatory as training will be provided.
- Knowledge of working an arena scoreboard in order to assist Timekeepers if required. This is an asset but not mandatory as training will be provided
- Police Check issued within the last 3 years.