



## Job Description

**Position Title:** Timekeeper / Convener

**Type Of position:** Part Time Contractor

**Reports To:** BBHL 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 BBHL and OBHA rules, regulations and guidelines.

### **Responsibilities and Accountabilities:**

- Assess environment to make sure we provide a safe playing environment.
- Game preparation including and not limited to game sheets, team rosters and special forms.
- Interaction and communication with members, written and verbal.
- Working the time clock and scoreboard at the facility.
- Game sheet statistics entry.
- Make sure members abide by the BBHL 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 and asset but not mandatory as training will be provided.