



Career Opportunity

Position: Minor Hockey Office Attendant

Term: Part Time / Seasonal Student Position

Possible Hours of Work:

- Monday – Friday: 3:30 PM – 8:00 PM
- Saturday & Sunday: 8:00 AM -5:00 PM

Corner Brook Minor Hockey Association is seeking interested candidates for the position of “Minor Hockey Office Attendant” to support their program activities at to Corner Brook Civic Center.

Duties:

- Opening and maintain office presence during scheduled hours.
- Maintain cleanliness of Corner Brook Minor Hockey Office and equipment rooms.
- Coordination game sheets and schedules for minor hockey activities.
- Verifying referee and timekeepers for minor hockey games.
- Tidying and organizing ice equipment through the rink facility during shifts.
- Maintain and provide skate sharpening services and equipment.
- Posting game results and updating CBMHA website as needed.
- Forwarding game results to HNL or CBMHA Executives as needed.
- Other duties as requested by Executive.
- Qualifications:
- Hockey background and knowledge of CBMHA program and association would be considered an asset.
- NCCP Coaching levels and or Officials courses would be considered an asset.
- Excellent oral and phone communication skills.
- Excellent computer skills.
- Excellent organizational skills.
- Must be responsible and able to self-manage.
- Must be able and willing to work Evenings and Weekends as required.

Interested candidates please forward resumes to Brian Sansome via email
brian.sansome@outlook.com.

Please reference position “Minor Hockey Office Attendant” in email Subject.

We thank all candidates that submit resumes but only candidates considered will be contacted for an interview.