



Ref Coordinator Job Description

Questions about the role before you apply?
 Contact Brent Campbell, stingcoachcampbell@gmail.com

Purpose of role:	<ul style="list-style-type: none"> • Planning & scheduling referees for the upcoming season in partnership with the Ice Scheduler. • Supports Team Managers during the course of the season to schedule refs as needed. • Answers questions that might arise from Managers • Although there is a defined responsibility area for this position, the successful candidate is expected to participate in other general tasks of the organization and serve on various subcommittees as required.
Tasks:	<ul style="list-style-type: none"> • Liaise with the local Referee Coordinator to book for SJLS • Liaise with Ice Scheduler to book referees • Coordinate with Managers to book ongoing referee needs • Address referee scheduling issues as they arise.
Dates, times, commitment and frequency:	<ul style="list-style-type: none"> • This role is active year round. • We ask that you commit to a minimum of 1 year. • This is a non-voting position on the Board • Attendance at Monthly Coach/Executive Meetings is a requirement. Meetings are held the second Tuesdays of the month at 6:30pm.
Skills and Abilities Needed:	<ul style="list-style-type: none"> • Great communication skills as you will be communicating with both the local Referee Coordinator as well as every Manager in the Association. • Willingness to partner with Manager on ref issues or scheduling challenges. • Able to represent SJLS and it's values. • It's useful if you are able to see things from other's points of view (eg. A new Manager getting used to the process & procedures)