

PIONEER VALLEY INTERSCHOLASTIC

ATHLETIC CONFERENCE

Ice Hockey Schedule Maker

Job Description

Approved by the PVIAC Ice Hockey Schools

Pioneer Valley Interscholastic Athletic Conference

Ice Hockey Scheduler Job Description

A. Responsibilities

The PVIAC Ice Hockey Schedule maker will assume the following responsibilities:

1. Schedule maker for Pioneer Valley Interscholastic Athletic Conference Varsity Ice Hockey Leagues
 - a. Receive Ice Time and Independent games from all PVIAC Varsity Ice Hockey Teams.
 - b. Work with out-of-league schedulers to facilitate independent games.
 - c. Provide each PVIAC School and **Big 9 Ice Hockey Coordinator** with a master schedule of all varsity home & away games.
 - d. Collaborate with the Big 9 Coordinator to schedule Big 9 home varsity hockey games to fully utilize the ice time allotted.
 - e. Schedule the JV Ice Hockey League games to fully utilize the ice time allotted.
 - f. Secure Ice and coordinate the rescheduling of postponed Big 9 games and JV league games
2. Will be responsible for any other duties as assigned by the Ice Hockey Chair School.

B. Selection

1. The Ice Hockey Schedule Maker will be re-appointed annually based on the recommendation of the chair school, and the vote of the Pioneer Valley Interscholastic Athletic Conference Athletic Directors.
2. A letter of interest and a resume shall be submitted to the PVIAC Ice Hockey Chair School by any interested applicant. The letter of interest is to be submitted in accordance with the date stipulated in the posting.
3. Applications will be reviewed by the Ad Hoc Committee appointed by the chair school. The chair school will recommend an applicant to the Big 9 Ice Hockey schools for approval.
4. Notification of selection will be provided, in writing, by the Chair School.

C. Compensation

1. The salary for the Ice Hockey Schedule Maker will be established by the PVIAC Big 9 Ice Hockey Schools.
2. Payment will be approved and distributed to the Ice Hockey Schedule Maker following the submission and approval of the Year End Report and that all responsibilities have been completed.