

Ice Allocator (Contract)

The Vancouver Minor Hockey Association (VMHA) is seeking a detail-oriented and innovative team member to fill the role of **Ice Allocator** for the organization. This very important role oversees ice allocation management for the Association, is responsible for the associated administrative duties, while also working to find ways to improve how ice is allocated. Ideally moving forward, this new team member will be able to support the Association with the identification and implementation of **new tools, technologies (including AI-assisted scheduling), and process improvements** to ensure ice is used efficiently, equitably, and in alignment with VMHA's operational priorities.

The successful candidate will work **closely with the Hockey Operations team and the VMHA Board** to balance competitive needs, development goals, and fairness across all divisions and membership. VMHA will be accepting applications (resume and cover letter) until **Sunday March 15th**. If interested please email your resume and cover letter to president@vmha.com for consideration.

Role Overview

The Ice Allocator will be primarily focused on day to day ice allocation and scheduling, while also contributing to broader administrative and optimization initiatives as determined by the Board of Directors. This is a **paid contractor position** that reports directly to the President and designated Directors involved in ice allocation and hockey operations.

The role averages **approximately 12 hours per week**, with workload fluctuating based on seasonal demands (e.g., preseason, evaluations, season play, playoffs, and other times as needed). As a contractor, the successful candidate must provide their own tools, including a computer, mobile phone with data, home internet, and required standard software programs. The compensation range is between \$24 to \$31 per hour, determined by your skills, experience, and qualifications.

Important to note that the successful candidate will not be able to hold a volunteer bench staff position with VMHA while in this role.

Key Responsibilities

There are four main areas of responsibility that the position focuses on. Each area, along with the key items for each are summarized below.

Ice Allocation & Scheduling:

- Manage relationships and contract the purchase of ice time with multiple ice suppliers in and around Vancouver, as directed by the Hockey Operations committee (*including President, Coach Coordinator, Hockey Director*).
- Schedule, reschedule, exchange, and cancel ice times as needed, including schedules for the VMHA

Training Centre.

- Accurately process and maintain all ice allocations and schedules for:
 - Preseason, regular season and playoff practices and games
 - Evaluations and tryouts
 - Clinics, tournaments, “Try Hockey” programs, and special events
 - Dryland training sessions at the Training Centre
- Develop and present proposed ice schedules and allocation to Directors for seasonal PCAHA and BCAHA league, playoff, and exhibition games.
- Communicate approved game and practice schedules to members through the Division Managers and the Referee Assignor.

Optimization, Innovation & Fairness:

- Work directly with Hockey Operations to:
 - Align ice allocation with development priorities
 - Resolve conflicts and competing demands in a consistent and equitable manner
- Develop and refine internal processes, documentation, and decision frameworks to improve clarity and consistency in ice allocation decisions.
- Analyze historical and real-time ice usage data to:
 - Improve efficiency and reduce unused or underutilized ice
 - Support fair and transparent ice allocation across divisions and teams
- Proactively explore and implement **innovative scheduling approaches**, including:
 - AI-assisted scheduling tools
 - Advanced Excel-based optimization models
 - Enhancements to TeamSnap and other scheduling platforms

Communication & Coordination:

- Maintain clear and timely communication with Division Managers, teams, the Referee Assignor, and the Hockey Operations Committee.
- Respond to ice-related inquiries within **12 hours**.
- Attend Vancouver Parks Board Ice Allocation meetings and represent VMHA professionally during workshops and ice user stakeholder engagements.
- Provide regular updates and insights to the Committee and Board on ice usage, constraints, and optimization opportunities.

Administration & Reporting:

- Submit monthly timesheets, including a summary of duties performed.
- Maintain accurate records of ice contracts, schedules, and changes.
- Perform other administrative duties as assigned by the Board.

Position Qualifications

Ideally, the successful candidate will be a great communicator, work well independently, and be a team

player to support VMHA operations. Further information on the key skills and attributes the Association is looking for is listed below.

Required Experience & Skills

- Experience in any capacity with a board or leadership group in a minor hockey association.
- Demonstrated experience with **sports scheduling**, preferably in TeamSnap.
- Good communication skills and stakeholder management experience
- Advanced proficiency in **Excel**, including:
 - Data analysis
 - Pivot tables
 - VBA, macros, or equivalent automation tools
- Strong comfort working with data to support decision-making.
- Proficient with Gmail, Google Drive, Adobe PDF, and MS Word.
- Familiarity with Spordle and PCAHA systems and scheduling.

Desired Attributes

- Ability to prioritize competing demands and work with a high sense of urgency in a fast-paced, seasonal environment.
- Excellent interpersonal and communication skills (written and verbal).
- Collaborative, solutions-oriented mindset
- Comfortable giving and receiving feedback, and adapting processes as the association evolves.
- Strong interest in leveraging AI, automation, and technology to improve scheduling and operational efficiency.