



RJMHA Tournament Office Manager Job Description

Position: RJMHA Tournament Office Manager

Organization: Richmond Jets Minor Hockey Association

Position Overview:

We are seeking a technically savvy individual who thrives in fast-paced environments to manage our tournament office operations. This role is pivotal in ensuring the smooth running of our tournaments, liaising with team managers, and handling technology integral to our events.

Key Responsibilities:

- 1. Technological Proficiency:** Set up tablets for games using [Spordle Play](#) and demonstrate comfort in using technology for various tasks.
 - Setup game clipboards for upcoming games
 - Allocate envelopes with referee money for each game
 - Setup tablets with game numbers for upcoming games
- 2. Game Sheet Management:** Familiarity with Spordle game sheets is desirable. Review and manage game sheets as required.
 - Receive tablets at the end of games
 - Review game sheet, note any major penalties
 - Verify game sheet
- 3. Team Interaction:** Interact professionally with team managers and coaches, answering queries and providing necessary information.
 - Help teams and managers with any questions regarding tournament
- 4. Scheduling Assistance:** Address questions related to game schedules and volunteer shifts.
- 5. Score Management:** Enter game scores into [TeamSnap Tournaments](#).
- 6. Teamwork:** Collaborate with fellow staff and volunteers to ensure seamless tournament operations.

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Key Qualifications:

- Technically adept, with an ability to quickly learn new software and tools.
- Ability to work well under pressure without getting flustered.
- Exceptional organizational and multitasking skills.
- Proven experience in a team environment.
- Professional and respectful demeanor, especially when interacting with external stakeholders.

Work Schedule:

1. RIBMHT Tournament (U15 & U18 A - Rep): December 27th - 30th, 2023

- Wednesday: 6 hours
- Thursday: 12 hours
- Friday: 12 hours
- Saturday: 6 hours

2. Holiday C Tournament (U11-U21C): January 3rd - 5th, 2024

- Wednesday: 6 hours
- Thursday: 12 hours
- Friday: 12 hours
- Saturday: 6 hours

Compensation: \$30.00 per hour

Training:

- provided during Richmond Jets Ice Breaker C Tournament Nov 11-13th
- 16 hrs of shadowing and training

How to Apply:

Interested candidates are encouraged to email their relevant experience to tournamentcommittee@richmondjetsmha.com by November 3rd.