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|  | **JOB DESCRIPTION** |
| **PMHA Time Keeper in Chief**  **Revised: May 2018** |

**Duties and Responsibilities**

* Schedule all timekeepers for all PMHA games.
* Coordinate the need for timekeepers with the PMHA Ice Convenor.
* Ensure that the time keepers are appropriately qualified at each level.
* Provide training, as required, for all new timekeepers.
* Fill in as timekeeper in the event that no timekeeper can be found.
* Ensure the gatekeeper is knowledgeable about pay rates for timekeepers.

The position requires the successful individual to be organized, detail oriented and willing to spend approximately 1 hour per week coordinating schedules, rearranging timekeepers and checking PMHA games schedules.

The successful individual should be prepared to follow up often with the timekeepers to remind them of their scheduled games, specifically younger timekeepers.

**Compensation:**

* $500.00 per season