**Innisfil Minor Hockey Association**

**Referee Assignor**

**Position Responsibilities**

The Referee Assignor is responsible for the Hiring. Training and scheduling all referees for IMHA games.

Responsibilities

* Find, Hire, and Train referees for use in IMHA games.
* Manage scheduling of referees for IMHA games.
* Fulfill all job requirements as per IMHA By-Laws and Rules of Operation
* Attend board meetings as required

OMHA Responsibilities

* Ensure all referees have necessary certifications and all regulations are followed and adhered to.

Experience

* Knowledge of referee qualifications required
* Knowledge of referee Scheduling requirements required.

Competencies

* Commitment to maintaining strict confidentiality
* Strong organizational, time management and multi-tasking skills
* Good interpersonal and communication skills
* Flexible availability, must be available to work flexible hours
* Must have the ability to communicate effectively via email and other electronic correspondences
* Proficient with Microsoft Office programs
* Proficient with virtual meeting software
* Independent, self-motivated worker
* Must have a positive attitude

Compensation

* 1-year contract.