

Off Ice Officials / Score keeper

Department: On-site event

Reports To: ATD and / or Event manager

Grade/Level: Service Assistant

Work Schedule: Varies – (weekends)

Amount of Travel Required: No travel required for local events

POSITION SUMMARY

Off Ice Officials are qualified contractors who agree to a game schedule prior to the event, operate the score clock, and fill in the score sheet for those games accordingly, while following proper confidentiality and safety procedures and standards.

DAILY RESPONSIBILITIES

Arrive at the arena 20-30 minute prior to each assigned game, keep score and operate the game clock properly while conducting yourself in and around the arena in a professional manner. Be at the scorers' table when the zamboni leaves the ice surface, and sound the horn if teams are not present to enter the ice at that time. Ensure the score sheet is signed by the on ice officials; distribute the back two copies to each team, and the white copy to the tournament director.

POSITION REQUIREMENTS

Experience: Knowledge of general hockey event procedures, the rules of ice hockey, hand signals of on ice officials, Knowledge of the organizational aspects of the sport of hockey and / or other sports background

Education: High School Diploma

Communication - Articulate information in a way that can be easily understood by employees and customers. Actively listen to fellow employees, coaches, and managers.

Customer Service - Exhibits a professional demeanor toward others. Serves and assists others in a prompt and effective manner while following company procedures.

Have ability to identify problems, find solutions and make sound decisions that reflect Big Bear's Code of Ethics.

Be self motivated, well-organized, and have ability to prioritize, multi-task and adhere to deadlines while working efficiently and independently with minimal supervision.

Maintain willingness to perform tasks assigned by supervisors.

Adjust positively to change in direction or assignment.

Accepts responsibility for his/her choices and decisions.

Cooperates well with a variety of personalities and individuals and participates in a professional manner to accomplish the business goal.

Maintain willingness and ability to comply with new programs, methods, practices, and procedures.

Off ice official certification (required within 30 days)