

**STUDENT ESTABLISHED JOB DESCRIPTION**

**Title of Position:** Extramural Hockey Convenor

**Division/Department:** Athletics & Recreation

# Job Duties

* To ensure proper implementation of the extramural hockey tournaments and practices including maintenance of equipment and completed meal money sheets
* To ensure site or facility safety for off campus extramural games and practices
* Pick up equipment and set up for games, return equipment when complete
* Have complete knowledge and enforce facility and common rules
* Have complete knowledge of rules involved with the college and OCCCR and clarify any discrepancies with the Recreation Coordinator and coaches
* Report all concerns/problems to the coaches and Recreation Coordinator at the first opportunity
* Complete all Accident Report forms as well as Incident Report, as needed
* Attend all training sessions and meetings as requested by the Recreation Coordinator

# Qualifications

* Knowledge in hockey rules and game play
* Experience and interest in athletics and recreation
* Must be dependable for scheduled shifts to avoid negative impacts on the College's ability to implement extramural events
* Excellent interpersonal and communication skills with the ability to deal with confrontation, challenge and protests
* Customer Service experience
* Current First Aid and CPR Certification

# Additional Information ie special equipment or travel

Travel with the team to and from tournaments if academic commitments allow.

**Updated March 2018 Page 1 of 1**