



Timekeeper – Tournament & Adult Leagues (Part-Time)

Job Summary

The Timekeeper is responsible for ensuring that all aspects of timekeeping and scorekeeping for games held at the Bell Sensplex or Richcraft Sensplex are executed properly.

Main Responsibilities

Ongoing

- Responsible for timekeeping, scorekeeping, and announcing
- Responsible for retrieving spare jerseys if teams have conflicting jersey colors
- Ensuring any spare players sign a waiver
- Responsible to ensure players on score sheet are participating
- Responsible for picking up and dropping off score sheets at location designated by the Tournaments or Programs Coordinator
- Responsible for ensuring on and off ice problems are resolved professionally and according to league policy
- Other duties as assigned by the Manager, Team Programs or Programs / Tournaments Coordinator

Health & Safety Responsibilities and Accountabilities

Responsible for ensuring that all areas covered by Occupational Health & Safety Act ("OHSA") are adhered to, specifically:

- Working in compliance with the provisions of the OHSA, regulations and internal policies and procedures
- Using or wearing protective equipment, devices or clothing when required
- Reporting any missing or defective equipment or protective device which could endanger himself or herself or another team member
- Reporting any contravention of the OHSA, regulations or Senators Sports & Entertainment policies and procedures

Training

Responsible for completing on-line training modules including, but not limited to:

- Accessibility for Ontarians with Disability (AODA)
- AODA, the Integrated Accessibility Standard
- Back & Lifting Safety Training
- Ontario Supervisor Health & Safety Awareness
- Ontario Worker Health & Safety Awareness
- Workplace Hazardous Materials Information System
- Violence and Harassment in the Workplace

May also be required to attend on-site training sessions as scheduled (eg. customer service).

Job Requirements

- Able to work flexible hours (evenings, nights, weekends, holidays)
- Familiar with the rules of hockey (experience as a player, coach, or referee in organized minor hockey as asset)
- Previous customer service experience
- Excellent communication skills (written and oral), bilingual (French & English) an asset
- Able to work under pressure
- Strong work ethic
- Team player
- Responsible and dependable

To apply, please submit your resume to employment@sensplex.ca.
Please reference **Timekeeper** and **location** you are applying for in the subject line.