



NORTH VANCOUVER MINOR HOCKEY ASSOCIATION

CONTRACT SERVICES OPPORTUNITY

Posting Date: May 1, 2026	Role Type: Contract (7 months)
Closing Date: May 22, 2026	Position Title: Ice Coordinator

The North Vancouver Minor Hockey Association (NVMHA) operates under a volunteer Board and is supported by contracted administrative and development professionals.

Purpose of this Contract

We are seeking a dedicated Ice Coordinator who is responsible for the day-to-day operational efficiency of ice utilization through detailed, on-going planning, coordination and management of the ice used by NVMHA and working with Hockey Operations to allocate un-used ice. This position plays a key role in supporting the association's mission of providing a fun, safe, and competitive hockey environment.

All qualified individuals ("Proponents") are invited to submit their proposals for the provision of services below ("Work").

Scope of Work

The successful Proponent will provide services to support the operations of NVMHA in the role of Ice Coordinator.

The detailed responsibilities are outlined below.

Duties and Key Responsibilities

Ice Schedule Coordination

- Maintain and manage NVMHA's ice schedule week to week
- Act as the primary contact for team officials regarding ice scheduling matters.
- Work in collaboration with Hockey Operations to:
 - Develop procedures for the use and allocation of ice
 - Allocate and assign ice for tryouts and development programs;
 - Break down ice allocation per team registration and assign ice to various teams
- Post available ice times for distribution to teams when there is unused or returned ice
- Ensure unused ice is returned to the applicable facility within required timelines to maximize credits or reallocation opportunities. - Track returned, unused, and redistributed ice.
- Book extra ice as needed

Communications

- Communicate procedures for returning, requesting, or exchanging ice. Ensure all ice exchanges, returns, or reassignments are coordinated through the Ice Coordinator and comply with NVMHA policies
- Monitor all ice allocation correspondence and provide accurate and timely responses.
- Correspond with parents, player supporters, coaches, managers, and NVMHA volunteers and committees in a timely manner; follow escalation protocols for any issues that arise
- Sharing communications to teams on ice facilities as needed (reminders, updates, etc)

Reporting and Administration

- Provide ice utilization reports to the NVMHA Board of Directors
- Attend NVMHA Board of Directors meetings during season start and as requested
- Prepare monthly Ice Coordinator reports, including monthly reporting on activities; reporting to be submitted to the Board Executive, within one week following month end, to support regular reporting to the NVMHA Board of Directors

Key Deliverables

Deliverables include, but are not limited to, the following:

- Maintenance of the NVMHA master ice schedule
- Equitable distribution of ice across teams and programs
- Timely schedule updates and communication of changes
- Management of returned or unused ice
- Participation in facility ice allocation meetings
- Monthly updates to the NVMHA Board of Directors on ice allocation and utilization
- End-of-season summary of ice usage and allocation to support planning for the upcoming season

Competencies

- Track record of outstanding customer service and professionalism
- A team player with excellent interpersonal and communication skills to work collaboratively with volunteers, coaches, families, and board members
- Excellent communication skills, both written and verbal, including familiarity with Excel
- Strong organizational skills and attention to detail
- Commitment to fostering a positive hockey culture and community experience

Contract Details

- This is a part-time contract. The workload varies seasonally and is expected to require on average 10 hours per week with peak periods (August to October).

Last updated: April 2026 CC/AK

- Contract length is 7 months: mid-August to mid-March. Opportunity for multi-year terms (maximum 3 years).
- The Ice Coordinator is expected to manage workload to ensure timely completion of all deliverables, particularly during peak operational periods.

Contract Process

- Many of the administrative and operational roles that support NVMHA are structured as term-based contracts.
- As contracts come to an end, NVMHA may post contract opportunities to ensure a fair and transparent approach.
- This process is not a reflection of performance. Current contractors are welcome to apply.
- This approach reflects the conclusion of contract terms and NVMHA's commitment to consistent governance.

To Submit Your Proposal

Please submit your proposal that includes the following to president@nvmha.com, subject "**Contract Services Proposal - Ice Coordinator - [Your Name]**"

- Resume and Cover Letter outlining your interest and relevant experience
- Brief overview of your approach to the role, including how you would support delivery, communication, and organization throughout the season
- Availability & Capacity, including ability to support key peak periods (evaluations, season start, events)
- Compensation Expectations, including preferred structure (hourly, monthly, or seasonal)
- References (minimum of two professional references)
- Conflict of Interest Disclosure (if applicable)

Proposal Evaluation

Proposals will be evaluated based on relevant experience, demonstrated understanding of the role and Work, proposed approach, qualifications, and overall value to the Association.

NVMHA reserves the right to shortlist candidates, conduct interviews, request clarifications, negotiate scope, or not award a contract.