



APSJ Officials' Job Posting -U9 and U11 Officiating Assignor -

APSJ Officials' is looking for 1 new Officiating Assignor for 2024-2025 with the potential to continue in the role beyond one season. This person will be responsible for assigning U9 and U11 on-ice officials.

The successful candidate will have:

- Experience with Microsoft Office, proficiency using email and computers.
- Experience with, or willingness to learn, Assignall.com/Universal Assigning Program.
- Ability to work from home with access to own office equipment and cell phone.
- Ability to give, receive, and apply feedback.
- Completed post-secondary education or currently attending a post-secondary school or equivalent life experience.
- The ability to work with high independence when making decisions, but also knowing when to ask questions or for help.
- Commitment to working as part of the APSJ Officials' administrative team to maximize positive experience for our officials.
- Demonstrated leadership skills in the sporting community.

The Assignor reports to the APSJ Vice President of Officials and will:

- Learn the role of assigning from the VPO, co-assignor, and the Assignall administrator.
- Use Assignall.com and Universal Assigning Program to assign games.
- Work closely with other assignors to communicate and ensure coverage for all games and for each other.
- Use Highest Capable Level system, as per VPO or designate, to determine assignments.
- Work to ensure teams see different officials over the course of the season and avoid teams seeing the same officials in back-to-back games.
- Assign all games under his or her responsibility an appropriate time in advance.
- Be available for returns at variable times during weekdays and on weekends.
- Act with empathy and compassion in re-assigning returned games for any reason while also considering officials' schedules both inside and outside of hockey.

If you are interested in joining the APSJ Officials' administrative team, please submit a cover letter & resume by June 1, 2024 to:

Mitchell Jeffrey
Vice President of Officials, APHA & SJAMHA
Apsj.vpo@gmail.com

Compensation will be finalized with the chosen candidate following interviews. However, the estimated pay is around \$4000 to \$5000 for the season depending on number of officials assigned.

Thank you to all who apply, only those selected for an interview will be contacted.