



Timmins Ringette Association Board Position Questionnaire

This questionnaire asks about position job content. Please take time to fully and attach extra pages or examples if necessary.

1 Position Identification

Title Senior house league coordinator

Date 26 Avril 2021

Name Remi Harvey

Email: Dir-houseleague@timminsringette.com

2 General Purpose

To make sure that the JBO house league program runs smoothly. If problems arise deal with them in a timely manner as efficiently as possible.

3 Key Activities & Tasks

Consider the key activities or responsibilities you undertake. Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per season you spend on each (combined total = 100%). For example:

1/2 day/day annually = 50%

1/2 day/bi-weekly = 5%

1/2 day/week annually = 10%

1/2 day/monthly = 2.5%

Then describe the **Major Tasks** for each activity using details or examples in the large box below

Activity A:

Yearly start up

% of Time: 100

Make sure that all teams in your division have what they need to start their year successfully.
Make sure all teams know you are the person to contact if they have any issues that come up during the year.



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Activity B:	Deal with problems when they arise	% of Time:
If any problems develop during the year it is your responsibility to find a solution or resolution to any incident. Direct people towards the right person to talk to when reporting incidents Organize or lead investigation into incidents		

Activity C:	% of Time:

Activity D:	% of Time:

Activity E:	% of Time:



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4 Estimated Hours Required

What do you estimate the time would be required for this position. We recognize that the time requirements vary from season to season so we really only looking for an estimate and when the time is required. Please consider your time over the entire year not just the playing season and don't forget to include time for meetings.

Month	Activities (A, B, C, D, E from above)	Time Estimate (Hours Per Week)
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Additional Comments: This position can be very quiet or very busy depending on the years. It all depends on what happens during the season. My best advice would be to deal with things as fast as possible and to ask the proper people to help resolve different incidents that may arise. Be as transparent as you can and be fair to all involved.



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