

APSJ Officials' Association Job Posting

The APSJ Officials' Association is looking for a Mentorship Coordinator for the 2021-2022 season (with possible renewal for 2022-2023 and onwards). The successful candidate will have:

- 3 years or more experience as a level 3 or higher official.
- Minimum 2 years' experience mentoring officials.
- Experience with Microsoft Office, specifically Excel.
- Post-Secondary education with preference given to a completed degree or certificate; consideration will also be given for equivalent life experience.
- The ability to work with high independence when making decisions, but also knowing when to ask questions or for help.
- Ability to give, receive, and apply feedback.
- Commitment to working as part of the APSJ Officials' Association administrative team to maximize positive experience for our officials.
- Proof of double vaccination for COVID-19, able to transport self to arenas to perform mentorships, home computer, internet, and ability to work from home.
- Demonstrated leadership skills in the hockey community that may include mentorship, assigning, serving as an RIC, serving on boards or executives, or coaching. Alternatively, leadership experience from the non-hockey community will be considered.

The Mentorship Coordinator will report to the Vice President of Officials in APSJ and will:

- Learn the role of Mentorship Coordinator by training with the previous Mentorship Coordinator.
- Determine the Highest Capable Level (HCL) of officials using mentorship results as well as discussions with the Referee-in-Chief and mentors.
- Use an existing system to track and communicate the HCL with the assignors.
- Track mentorships to ensure that all officials receive two mentorships (at their HCL) per season with a priority placed on less experienced officials.
- Identify mentorship games and assign officials/mentors to those games.
- Track development and advance capable officials from Two-Official to Three-Official system to AAA while ensuring that the first game in a new position includes an on-ice mentor.
- Use Assignall.com to assign mentorship games, deal with returns and cancellation.
- Recruit mentors, develop mentors, ensure that mentorship reports are submitted in a timely manner, distribute completed mentorships to officials.
- Provide HCL info Work to develop assigning plan for playoff assignments.

This financial compensation for this position is \$1500 plus \$1.75 per official or mentor assigned (~500 assignments per season); paid at the end of the season. In past seasons, the mentorship coordinator has worked up to 100 hours in a season including both coordination and assigning.

If you are interested in joining the APSJ Official Association administrative team please submit a cover letter and resume, by September 15, 2021 to:

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

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