



Hockey Director

Park District of Franklin Park

Contact Name: Kevin Meyers

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Closing Date:

Salary: \$50,000-60,000

Description:

Reports to: Ice Arena Manager

Supervises: Ice Arena staff and individuals associated with the hockey programs.

SUMMARY

Under the direct supervision of the Ice Arena Manager the Hockey Director is responsible for all facets of the Franklin Park Ice Arena's hockey program and managing the operations of the facility in the absence of the Ice Arena Manager. Scope of work includes: planning, directing, implementing, marketing and evaluating all areas of the hockey programs and arena wide special events. The Hockey Director is responsible for supervision, scheduling, and training of all staff within the hockey program and the guarding staff. In the absence of the Ice Arena Manager, the Hockey Director will be responsible for supervision of staff and facility.

ESSENTIAL DUTIES

1. Develop immediate and short-range goals for the hockey programs as a part of the goal setting process for the ice arena and park district.
2. Develop, implement and evaluate programs and special events on a continuous basis. Update Arena Event Planners accordingly.
3. Recruit, hire and train ice guards, hockey staff and volunteers. Compose and maintain current position requirements for employees/volunteers. Provide orientation and training of personnel to meet performance standards as defined by job description and evaluate staff on an annual basis. Supervise personnel through direct observation and regular staff meetings.
4. Ensure that all facets of the youth hockey program are within the guidelines of USA Hockey/AHAI and Northwest Hockey League.
5. Supervise, schedule, maintain proper documentation and enforce park district policies for all staff.
6. Function as shift supervisor when needed and operate the ice resurfacer. This position may have to work close or open shifts depending on staffing levels.
7. Initiate and implement new classes/offerings/procedures to enhance the efficiency of the hockey programs. Expand programs to meet existing and new population needs.
8. Coordinate all aspects of the hockey programs and special events including conception,

description, advertisement, implementation, staff and volunteer scheduling, and evaluations. Insure that the staff and facility are fully prepared to serve our guests.

9. Market the hockey programs through computerized flyers and brochure's, promotional appearances and other assigned marketing activities to enhance maximum participation in the programs and special event.

10. Have experience working with Microsoft Office; Excel, Word, and Outlook.

11. Have working knowledge of the park district registration procedures, policies and ice scheduling software.

12. Have working knowledge of the purchase policies and paper work procedures set forth by the park district. Submit a monthly report covering all areas of responsibility to the Ice Arena Manager by the second Friday of each month.

13. Promote, organize, administer, supervise and evaluate the hockey programs for all established ages and levels. Instruct group lessons as it becomes necessary either for substitution purposes or program continuity.

14. Maintain fiscal responsibility and enforce controls for all program revenues and expense for hockey programs and special events.

15. Plan programs with the Arena Manager to ensure schedule continuity.

16. Plan, organize and supervise all hockey tournaments, camps, clinics, special events, and related activities.

17. Actively supports the safety policy and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.

OTHER DUTIES

Perform other duties as assigned. Must have the ability to effectively communicate in an oral and written format. Must possess the ability to work well with people and establish positive interpersonal relationships with staff and patrons. Must have strong supervisory, organizational and administrative skills especially in athletic league coordination. Will be required to attend meetings and participate in the development of the Northwest Hockey League. Attends professional conferences, seminars, workshops and/or classes to remain current of trends and innovations in the ice skating industry. Adhere to and actively enforce the safety responsibilities and safety procedures as outlined in the park district's risk management program and set forth by the safety committee.

POSITION QUALIFICATIONS

Education: Undergraduate degree in related field preferred or any equivalent combination or education experience and training which provides the required knowledge skills and abilities.

Experience: Knowledge of all aspects of ice hockey programming and three years experience in recreation facility management or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. The ability to operate an ice resurfacers desirable.

Certification: Must be able to obtain an American Red Cross CPR/First Aid certification.

Special Requirements: Ability to work, and acceptance of, various work schedules including evenings, weekends and split shifts. May be required to participate in selected training and education programs as are required by the park district.

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires a considerable variety of fairly steady active physical exertion with some lifting and/or continuous standing, walking or skating. Proficient skating skills are required.

Working Conditions: Ordinary office, shop, field, or warehouse working conditions with some slightly disagreeable features. The adaptability to an arena environment and the temperature variances within that environment are necessary.

Hazards: Possibility of accidents of minor nature requiring first aid.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.

Salary & Benefits: Salary: \$50,000-\$60,000 DOQ The position includes a competitive benefits package:

- Choice of Blue Cross/Blue Shield Blue Advantage HMO, PPO or HSA. The Park District pays 100% of the premium for HMO individual or family coverage. PPO coverage the employee pays 50% of the difference between the PPO and HSA PPO premium. The Park District also offers a Health Rebate Option. Employee who does not need the park district's health coverage may decline the coverage and receive an annual payment equal to 50% of the average insurance premium for eligible coverage. This amount is payable monthly and based the on the Park District's monthly renewal rate adjusted annually August 1. Employee will be allowed to decline the coverage only after providing proof of coverage under another health insurance policy.
- The Park District pays 100% of the premium for Life Insurance for the employee equaling one year's salary plus \$25,000.
- The employee may buy dental and vision insurance.
- Illinois Municipal Retirement Fund Pension / Defined Benefit Plan (IMRF)
- Short- and Long-Term Disability (IMRF)
- Paid Time Off
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

Apply at:

<https://www.applitrack.com/fpparks/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=1213>