



Hockey Director

Skokie Park District

Contact Name: Lynn Seebacher

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Closing Date:

Salary: \$64,200 - \$70,000 hiring range depending on qualifications

Description:

The Skokie Park District is seeking a Hockey Director responsible for all aspects of the district's ice hockey program including all classes, leagues, specialized clinics, hockey summer and winter camp programs, special events and tournaments. We offer an exceptional workplace, and an excellent immediate benefit package that includes medical, dental and vision coverage effective on the first day of employment. We are proud of other benefits offered to full-time staff. Some of our key benefit offerings are highlighted below:

Generous paid vacation, sick and personal leave, 8 paid holidays

Participation in IMRF (a defined benefit pension plan), and other voluntary retirement plans, disability benefits provided by IMRF

Life insurance

Continuing education benefits and participation at job related seminars and conferences

Paid parental leave - up to 8 weeks after one year of service

Facility Usage benefits for employee and their immediate family

Discounted rates for the following programs: preschool, childcare at our full service day care center, enrollment in our before/after school childcare program and summer camp programs

Qualifications: Prefer Bachelor's degree in Recreation Administration, Sports Management or closely related field. Must have at least three (3) years of hockey programming experience that includes hockey instructional classes, youth leagues, and adult leagues. Must have experience supervising others. Position requires strong hockey skills, leadership, communication, presentation and organizational skills. Must be able to obtain CPR and AED certifications and keep current. The district provides certification training.

Duties: Responsible for all ice hockey programming which includes youth hockey classes, youth hockey leagues, adult hockey classes, adult hockey leagues, youth specialized hockey clinics, youth summer hockey camp and special events and tournaments.

Plans and oversees summer and winter break hockey camp programs for youth.

Markets and promotes all hockey programs utilizing assistance from the Marketing Department.

Updates the district's website with information about all hockey programs and special events.

Registers all participating hockey players, coaches and teams with USA Hockey, certifies rosters for all leagues through AHAI.

Works with other staff to coordinate ice scheduling for all hockey programs and leagues.

Hires, schedules, trains and evaluates all hockey program instructional staff, team coaches, camp staff and volunteers. Develops volunteers that assist with the program.

Assists with the development of the ice hockey program budget. Reviews monthly budget reports to ensure ice hockey program is running within budget.

Purchases program supplies following district purchasing procedures and policies.

Serves as the liaison between the district and youth hockey affiliate, Skokie Amateur Hockey Association (SAHA).

Assists with building supervision duties, may serve as the building supervisor on duty.

Greets and interacts with the public in a courteous and knowledgeable manner.

Performs other duties as assigned.

Work hours: Hours will include a combination of daytime, evening and weekend hours. Work schedule to be discussed with applicant and developed with the Skatium Manager.

To apply: Apply online, use the link below. Include resume please.

<https://www.applitrack.com/skokieparcs/onlineapp/JobPostings/view.asp?AppliTrackJobId=499>

The Skokie Park District is an equal opportunity employer.