



## **Ice Skating Supervisor**

### Northbrook Park District

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** \$55,000 starting rate + experience

#### **Description:**

Responsible for program development, administration and supervisory oversight of the Northbrook Park District Skating School, camps and special events, including Northbrook on Ice. This position supervises part-time and seasonal staff. The Recreation Supervisor routinely interacts with adults and child patrons, independent coaches, community members and part-time and full-time employees.

This is a full-time position. Hours fluctuate based on program/event needs; evenings, weekends and/or holiday work will apply. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. The District also offers paid vacation, holidays and sick leave, along with a variety of District recreational benefits.

Responsibilities include:

- Develop, administer, and coordinate and monitor the implementation of skating school, summer camps and special events; oversee the day-to-day operations of assigned programs and events.
- Develop, design and plan, and lead and monitor the execution of the annual production of Northbrook On Ice.
- Oversee the Icette Program.
- Recruit, select, hire, train, supervise and evaluate part-time and seasonal staff and volunteers.
- Prepare the budget for areas of program responsibility; maintain operations within the approved budget allotment; continually monitor and evaluate expenses and revenue.
- Plan, promote and manage ice-focused programs and event offerings, including skill development classes.
- Oversee daily freestyle ice programming.
- Manage the Student Teacher Program; interview new applicants; assign student teachers to classes; schedule on ice seminars; log student teacher hours.
- Develop procedures for area of responsibility and create trainings as needed.
- Lead/Facilitate Programs and events as needed.
- Monitor and evaluate program performance to include program site visits, enrollment trends, patron

wants and needs, and cost/profit margin with a focus on continued growth and development, while ensuring competitive program pricing.

- Manage program and/or event contracts/agreements based on need with program oversight.
- Initiate, and collaborate with Manager and Marketing and Communications Team with the promotion and marketing of programs.
- Performs other duties as assigned.

The ideal candidate will have:

- Bachelors degree with major coursework in Recreation Management or related field.
- One (1) to three (3) years of experience in figure skating programming. At least one (1) year of figure skating instruction experience strongly preferred; ability to ice skate and instruct skating classes and teams.
- Knowledge of the Professional Skaters Association (PSA) and U.S. Figure Skating (USFS) teaching curriculums.
- The ability to assess ice skating skill level.
- Be SafeSport trained.
- Strong communication and organizational skills.
- Proven ability to critically, problem solve and work both independently and collaboratively.

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, walk, bend, kneel, stoop, talk and hear; use of hands and fingers to handle, feel or operate objects, tools, controls or to demonstrate subject matter and reach with hands and arms. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Must occasionally lift and/or move up to 25 pounds; may infrequently lift or move objects 50+ pounds with assistance. Specific vision abilities required by this job includes close vision and the ability to adjust focus. Work is performed mainly in an office setting and in the ice rink; position requires exposure to colder temperature for short and long periods of time. May also occasionally work outdoors in warm or cold temperatures for short periods of time.

Apply at [nbparks.org/jobs](http://nbparks.org/jobs)