



Facility & Operations Manager at Glenview Community Ice Center

Glenview Park District

Contact Name: Kayla Lindgren

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Contact Phone:

Closing Date:

Salary: Starting at \$68,640, DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Facility & Operations Manager at Glenview Community Ice Center (Full-Time)

“Recreate” a better life with a career in the field of Parks & Recreation!

Glenview Community Ice Center, an 84,526 sq. ft. facility, is an award-winning facility with a large-scale renovation completed in September of 2020. The facility operates two NHL sheets of ice, one studio sheet, dryland training room, community rooms, restaurant services, pro shop services and more.

JOB SUMMARY

As one of three key leadership team members of GCIC, the Facility & Operations Manager is responsible for the daily operations including facility cleanliness, safe ice conditions, private ice rentals, minor facility maintenance and equipment repairs. Responsible for the recruiting, hiring, training, scheduling, supervising, and behavior management of one full-time supervisor and 6-12 part-time Building Supervisors. Indirectly oversees Operations staff (skate rental, guards, part-time maintenance). The Facility & Operations Manager is responsible for coordinating and booking the usage of two and a half sheets of ice with input from the Program Manager, Figure Skating and Hockey Directors, and General Manager. Works with private ice rental requests, invoices and follows up on payments. Serves as Manager on Duty in the absence of the General Manager. Assists the General Manager with annual shutdown projects. The hiring salary starts at \$68,640, DOQ, commensurate with qualifications and experience.

QUALIFICATIONS

The ideal candidate will have at least 4-6 years of relevant experience with specific supervisory and facility scheduling experience. A Bachelor's Degree is strongly preferred, significant experience considered in lieu of formal education. A valid Illinois driver's license is required.

SCHEDULING

This is a full-time, exempt position working Tuesday-Sunday. Some nights and weekends are required, including two evenings (closing shifts) and one weekend shift. Regular season hours may vary slightly for special events and summer season hours will move to earlier start times.

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

The Glenview Park District is an Equal Opportunity Employer.

Application review will begin the week of October 7, with first round interviews beginning the week of October 14.