



## **Facility & Operations Supervisor at Glenview Community Ice Center**

Glenview Park District

**Contact Name:** Kayla Lindgren

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**Contact Phone:**

**Closing Date:**

**Salary:** Starting at \$61,014, DOQ

### **Description:**

**JOB OPPORTUNITY with the Glenview Park District:**

**Facility & Operations Supervisor 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**

The Facility & Operations Supervisor serves as the Manager on Duty during assigned shifts, which includes assigning work to staff and handling employee and customer concerns. The Supervisor addresses the safety and security of the building along with the general operation and maintenance of the Glenview Community Ice Center. This position is responsible for the skate rental operations, including staffing, rental skate inventory, organization and cleanliness. The Facility & Operations Supervisor ensures ice patron safety, as well as a clean, safe and friendly environment for all visitors. Responsible for the recruiting, hiring, training, scheduling and supervising of part-time Operations staff (skate rental, skate guards and part-time maintenance). The hiring salary starts at \$61,014, DOQ.

### **QUALIFICATIONS**

The ideal candidate will have at least two (2) years of relevant experience with specific supervisory experience. A Bachelor's Degree is strongly preferred, significant experience in lieu of formal education will be considered. A valid Illinois driver's license is required.

### **SCHEDULING & PAY**

This is a full-time, exempt position working Sunday-Thursday. 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)
- Short-Term Disability Supplemental (AFLAC)
- 457 Plan / Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

## **FOR MORE INFORMATION**

Contact Kayla Lindgren, General Manager, at [Kayla.Lindgren@GlenviewParks.org](mailto:Kayla.Lindgren@GlenviewParks.org).

## **APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://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 21, with first-round interviews beginning immediately.*