



Learn to Skate Supervisor

Rolling Meadows Park District

Contact Name: Tiffany Quattrocchi

Contact E-mail: tquattrocchi@rmparks.org

Contact Phone: 847-818-3200

Closing Date:

Salary: \$50,000-\$55,000

Description:

The Rolling Meadows Park District is seeking an enthusiastic, organized, and experienced individual to lead our Learn to Skate program. As the Learn to Skate Supervisor, you'll play a key role in creating a safe, fun, and supportive environment where skaters of all ages and abilities can develop their skills and confidence on the ice. If you have a passion for skating, leadership experience, and a desire to make a positive impact in the community, we'd love to hear from you!

SUMMARY:

The Supervisor – Learn to Skate is responsible for the program development, administration and operational oversight for the planning, directing, evaluating and staffing of Learn to Skate, Freestyle Ice, camps and special events. This is an at-will position.

ADMINISTRATIVE:

- Aid the Superintendent in directing programs that satisfy the needs of the community.
- Responsible for the development, organization, implementation, and instruction of the Learn to Skate (LTS), clinics and camp programs.
- Develop, lead and direct the annual Ice Show and other Learn to Skate events.
- Oversee class participant skills testing and ensure they are placed in the correct class level or recitals.
- Develop and implement the programs so they run successfully and are interesting and rewarding for the participants.
- Analyze program feedback, practices and procedures, record keeping systems, forms, and personnel requirements.
- Research and study all program area needs and take action to develop and improve.
- Create, monitor and adhere to a budget for LTS and other figure skating programs such as LTS classes, Ice Show, clinics, events and camps.
- Assist with process of private ice sessions, money collections, coach/skater sign ins and independent contractor waivers/contracts.

PERSONNEL:

- Interview, hire, schedule and supervise part time LTS staff. Assists in overseeing Guest Services at Nelson's Sports Complex

- Plan and conduct staff in-service trainings throughout the year on general Park District policies/procedures as well as figure skating specific teaching skills.
- Educate staff and independent contractors on the District's Mission, Vision, and Values.
- Review staff annually and provide regular coaching as needed.
- Develop and update job descriptions as needed.
- Develop and maintain good working relationships among staff and independent contractors.

AREAS AND FACILITIES:

- Responsible for the supervision of the ice arenas and ice making as assigned.
- Required to work at least one evening and one weekend shift each week September through May. Hours will primarily based on LTS class schedules.
- Ensure proper facility security is followed through opening and closing procedures of the ice arenas.
- Manage locker room assignments and ensure ice making schedule is on time.
- Make recommendations to Superintendent of Ice Arenas regarding purchase of equipment or facility enhancements.
- Responsible for the conditions of the facilities regarding operations, maintenance and a quality atmosphere.

PUBLIC AND COMMUNITY RELATIONS:

- Educate staff concerning program purpose and philosophy of the figure skating programs.
- Responsible for developing and proofing of LTS program information for the program guide three (3) times a year.
- Through leadership and personal relationships encourages part-time staff to promote positive community relationships.
- Create, manage and update program social media and website.
- Work with Marketing dept on promoting programs through a variety of marketing techniques, including flyers, social media, email, and website updates.
- Develop and maintain a positive rapport with the RMPD Preschool.
- Plan, attend, and staff promotional events such as holiday parades and local festivals.
- Provide leadership and develop positive relationships with participants and parents as a Park District employee.
- Meet all RMPD deadlines for budget, board meeting reports, budgets, staff reviews, etc.

QUALIFICATIONS

A minimum of a Bachelor's Degree from a college or university with an emphasis in Recreation or related field with at least three(3) to five (5) years of related experience required, or equivalent combination of education and experience. Proven successful and progressive experience in leadership in a supervisory capacity and in the operation and development of a learn to skate program, either public or private, along with experience teaching and coaching figure skating. USA Figure Skating (USFS) and Ice Skating Institute (ISI) Member and ISI Insured required. Additional Professional Certification desired (CPRP).

SCHEDULE & PAY: This is a full-time, exempt position. Target hiring range is \$50,000-\$55,000 DOQ (dependent on qualifications). The full salary range for this position is \$46,504-69,906.

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

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- Pension Defined Benefit Plan (IMRF)

- Short & Long-Term Disability
- 457 Defined Contribution Plan
- Flexible Spending Accounts
- Paid Holidays & Vacation Time
- Tuition Reimbursement
- Facility Discounts & Usage Benefits

APPLY TODAY!

www.rmparks.org/jobs

*Open until filled. If interested, please apply early. Recruiting and interviewing begins early.
The Rolling Meadows Park District is an Equal Opportunity Employer.*