



## **Figure Skating Director**

### **Glenview Park District**

**Contact Name:** Demi Parkinson

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**Closing Date:**

**Salary:** \$63,000-\$70,000, DOQ

#### **Description:**

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

**Figure Skating Director (Full-Time, Salaried)**

**Glenview Community Ice Center**

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

#### **JOB SUMMARY**

The Figure Skating Director will manage and supervise all aspects of the figure skating program, learn-to-skate programs, synchronized skating teams and classes, camps and special events including the annual Ice Show, exhibition and other seasonal special events. On a daily basis, this position will be responsible for administering, managing and developing all aspects of the figure skating and synchronized skating programs, using a thorough understanding of USFS programming. Must also possess excellent organizational, communication and presentation skills to establish positive relationships with all staff and patrons.

#### **JOB DUTIES TO INCLUDE:**

- Oversee and manage figure skating department and staff, including goals, objectives and day to day operations
- Plan, organize, promote, supervise and evaluate classes, programs and events
- Effectively plan and supervise multiple competitions, exhibitions, Annual Ice Show and other events as assigned
- Create and administer operational/procedural-based trainings for staff and volunteers; develop procedures for program and/or facility operations as needed
- Train all new on-ice staff with respect to on-ice program delivery and USFS curriculum and is responsible for consistent standards in all levels of instruction and school staff development
- Monitor and analyze trends, participant levels, fees, operational policies and procedures
- Develop on-ice presence through 5-15 hours of weekly instruction
- Monitor revenue and expenses; execute, maintain and review operations within the confines of the approved budget allotment
- Ensure appropriate fiscal controls and data integrity

- Solicit feedback and actively listen to supervisors, co-workers and patrons and interact with the public in a courteous and knowledgeable manner

## **QUALIFICATIONS**

Bachelor's Degree with major coursework in Recreation Management or related field, supplemented by minimum of one (1) to three (3) years of experience in figure skating programming direction and supervision. Minimum of three (3) to five (5) years of figure skating instruction experience is preferred. Will consider significant and material experience in lieu of formal education.

Certifications/Memberships: Professional certification(s) and/or active membership in a professional association desirable such as: USFSA Member, Safesport Compliant, PSA Member and Learn to Skate USA Membership. Knowledge and skills with computers and software (Outlook, Word, and Excel).

## **SCHEDULING & PAY**

This is a full-time, exempt position and is subject to change with seasonal requirements. The target hiring range is \$63,000-\$70,000 annually, depending on qualifications and experience. Work a regular schedule of **Tuesday–Saturday**, including day and evening hours, based on classes, special events, and overall facility needs. The schedule is subject to change to meet the needs of programs and events.

**BENEFITS WE OFFER:** In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

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

## **FOR MORE INFORMATION**

Contact Demi Parkinson, Recreation Program Manager, at [Demi.Parkinson@GlenviewParks.org](mailto:Demi.Parkinson@GlenviewParks.org).

## **APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” at the top of the page

*If interested, please apply early. Recruiting and interviewing will begin immediately.  
The Glenview Park District is an Equal Opportunity Employer.*