



Hockey Director (Full-Time, Salaried)

Glenview Park District

Contact Name: Demi Parkinson

Contact E-mail: demi.parkinson@glenviewparks.org

Contact Phone: 224-521-2045

Closing Date:

Salary: \$62,844-\$70,000, DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Hockey Director (Full-Time, Salaried)

Glenview Community Ice Center

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

JOB SUMMARY

The Hockey Director will manage and supervise all aspects of the GPD Hockey program, including developmental hockey classes, Youth League Hockey, Open Hockey, camps, broomball and special events. This position is responsible for administering, managing and developing all aspects of internal programs, using a thorough understanding of hockey programming. The Hockey Director must also possess excellent organizational, communication and presentation skills to establish positive relationships with all staff and patrons.

JOB DUTIES

- Responsible for planning and executing the program's budget, including short- and long-term goals and objectives
- Plans, organizes, promotes, supervises & evaluates classes, camps, programs and events to promote program and player growth
- Effectively plans and supervises the annual Hockey Open House and program participation in introductory facility events
- Creates and administers operational/procedural-based trainings for staff and volunteers; develops procedures for program and/or facility operations as needed
- Trains all new on-ice staff with respect to on-ice program delivery and curriculum and is responsible for consistent standards in all levels of instruction and staff development
- Monitors & analyzes trends, participant levels, fees, operational policies & procedures
- Develops on-ice presence through 5-15 hours of weekly instruction
- Monitors revenue & expenses. Executes, maintains and reviews operations within the confines of the approved budget allotment
- Ensures appropriate fiscal controls and data integrity

- Solicits feedback and actively listens to supervisors, co-workers and patrons and interacts with the public in a courteous and knowledgeable manner
- Acts as liaison between the Glenview Park District and the Glenview Stars, as well as GBS Hockey Programs

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 hockey programming direction and supervision. Minimum of three to five (3-5) years of hockey instruction experience. 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: AHA! committees, USA Hockey Level 2 or ability to obtain within one (1) year. 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 anticipated hiring range for this position is \$62,844-\$70,000, commensurate with experience. The full pay range for this position is \$62,844-\$91,124. This position works an alternating schedule of **Tuesday–Saturday and Tuesday-Friday and Sunday**, including day and evening hours, based on the needs of classes, special events and overall facility needs. 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

HOW TO APPLY

Visit us at www.GlenviewParks.org – click on “Jobs” in the upper right corner.

FOR MORE INFORMATION

Contact Demi Parkinson, Recreation Program Manager, at Demi.Parkinson@GlenviewParks.org

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