



Facility & Operations Supervisor at Glenview Community Ice Center (Full-Time, Salaried)

Glenview Park District

Contact Name: Ian Telleen
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Closing Date:
Salary: \$64,674-\$71,950, DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:
Facility & Operations Supervisor (Full-Time, Salaried)
Glenview Community Ice Center

"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 shop operations, including staffing, 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 shop, skate guards and part-time maintenance).

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. The anticipated hiring range for this position is \$64,674-\$71,950, commensurate with experience. The full pay range for this position is \$64,674-\$93,778.

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 Ian Telleen, Facility & Operations Manager, at Ian.Telleen@GlenviewParks.org.

HOW TO APPLY

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

If interested, please apply early. Recruiting and interviewing will begin immediately.

The Glenview Park District is an Equal Opportunity Employer.