



Ice and Athletic Program Supervisor

Park District of Highland Park

Contact Name: Paulina Martinez

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Closing Date:

Salary: \$64,074.00-\$70,000.00 annually

Description:

Responsible for the planning, coordination, and supervision of Centennial Ice Arena (CIA) program areas, including but not limited to Learn to Skate programs, specialty camps, special events, and off ice athletic training, annual ice show and ice competitions, and conditioning programs. This position supports year-round ice operations and works collaboratively with the Athletics team to meet the growing demand for athletic development programming. The Recreation Supervisor is based primarily at Centennial Ice Arena and ensures high quality participant experiences, strong customer service standards, and efficient facility operations. May assist with recreation special events.

Supervisory Responsibilities

Directly supervise several part-time and seasonal employees, including but not limited to the Skating Coordinator, Ice Skating Instructors, Skate Guards, Coaches, and Camp staff. Participate in hiring, training and onboarding staff; provide ongoing supervision, coaching and professional development. conduct performance reviews and corrective action as needed; ensure staff compliance with policies, procedure and customer service standards; assist in the development of team goals and foster a positive, inclusive work environment.

Essential Job Duties

- Oversees Centennial Ice Arena programs, camps, and events as assigned; assists with operational functions including ensuring cleanliness of the facility, facility schedule coordination, safety standards, and weekly ice schedule.
- Develop and expand off-ice athletic training and conditioning programs in collaboration with Athletics Supervisors to meet community demand.
- Responsible for providing ongoing service training for all staff and for the upkeep of certifications and other necessary training requirements and records.
- Develop and ensure accurate information is included in Centennial program advertising including but not limited to the website, newsletter and e-newsletter. Coordinate with the Marketing department for the dissemination of news releases, flyers and other public relations and promotional materials as they relate to these areas. Keep all flyers/posters/signage current in the facility.
- Create and make recommendations for Centennial Ice Arena annual operating budget for assigned

program areas, including estimates of all sources of revenues and expenses. makes recommendations on all fees and memberships; supervises the expenditure of funds once the budget is approved.

- Actively participate in camp committee to support program planning and operations; may be asked to take on responsibility to serve as chair or co-chair of the committee.
- Responsible for creating reports regarding all aspects of Centennial Ice Arena and athletic programs, including monthly reports, season end reports, budget and financial reports, board and variance reports, enrollment reports and other reports as required.
- Prepare all accident and incident reports for areas of responsibility and forward them to the Compliance and Risk Manager.
- Collaborate with Athletics and Centennial Ice Arena Manager and Compliance and Risk Manager to maintain proper administration of the Emergency Operations Plan and initiate as required.
- Purchase program and facility supplies as needed.
- Coordinate with the Parks, Registration, and Maintenance departments for building repairs and rentals that can affect areas of responsibility.
- Provide positive and professional communication with internal and external customers.
- Attend staff and Board meetings as needed.
- Performs other duties as assigned.

Education and Experience

Bachelor's degree from a four year college or university in the field of recreation, business administration, or related fields is desired. An equivalent combination of education, experience, and/or training which provides the required skills and ability as listed. At least one (1) year of experience in rink supervision, program planning and operations is required. At least one (1) year of supervisory experience is required. Successful experience with cash handling and recordkeeping is also required.

Required Skills/Abilities

- Ability to manage multiple priorities and meet deadlines.
- Attention to detail
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Strong organizational skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work flexible hours, including evenings and weekends as needed.
- Proficient with Microsoft Office Suite and a POS system, or ability to learn.
- American Red Cross CPR/AED certification or ability to obtain.

Wage Range: \$64,074.00-\$70,000.00 annually

Classification: Full-Time, Exempt

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this Job, the employee is regularly required to sit and talk or

hear. The employee is frequently required to stand; walk and grasp/manipulate and/or reach with fingers, hands, and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision,

distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee operates a variety of office equipment, including computer hardware, telephone, and printer. The employee may periodically need to walk or maneuver on uneven or slippery indoor or outdoor surfaces.

Working Conditions: While performing the duties of this job, the employee typically works in an indoor office environment within a recreation facility and sits for prolonged periods of time. Employee may occasionally spend time outdoors and in various program settings to oversee events and programs. Employee may also be exposed to cold temperatures at an indoor ice arena for periods of time. Exposure to varying weather conditions during outdoor activities may occur for short periods –heat/cold, wet/humid, and dry conditions. The noise level in the work environment is usually moderate and loud on occasion.

Benefits: The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Ten (10) Paid Federal Holidays
- Paid Vacation
- Three (3) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

The Park District of Highland Park is an equal opportunity employer.

Apply at: Ice and Athletic Program Supervisor