



Hockey Program Supervisor

Park District of Oak Park

Contact Name: Desiree Hines

Contact E-mail: desiree.hines@pdop.org

Contact Phone: 708-725-2161

Closing Date:

Salary: \$51,309.00 - \$61,000.00 Salary/year

Description:

Overview:

The Hockey Program Supervisor is a full-time position. We offer competitive compensation with a starting salary of \$51,309 - \$61,000 based on experience and qualifications. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, employee discounts, vacation, holidays, sick time and personal days. The working schedule consists of being available during Hockey program hours, Monday and Wednesday evenings and during the day on Sundays. To apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/portal/41D8300184906117978771C10E755DC6/jobs/821770>

Job Purpose

The Hockey Program Supervisor for the ice arena is responsible for the development, management and continued growth of hockey programs including but not limited to hockey camps, camp splash, Hockey Academy, adult hockey, travel hockey, drop-in hockey, skill-based clinics and assisting with rink special events.

Essential Functions:

- Plan, develop, implement, and evaluate programs, facilities and services associated with the Special Facilities program portfolio, including but not limited to hockey camp, camp splash, Hockey Academy, adult hockey, travel hockey, drop-in hockey, coaching clinics, program clinics, and special events.
- Recruit, hire, train, schedule, supervise, complete payroll and evaluate performance of staff.
- Oversee ice arena hockey instructors, volunteer coaches, providing leadership and guidance in the performance of their duties and responsibilities
- Research and develop new program ideas, services, and special events for all ages; recommend and implement improvements.
- Working with leadership staff, develops SMART program budget goals and evaluates, manages goals progress to completion.
- Working with leadership staff develop annual program budgets in line with cost recovery goals and is responsible to manage budget through annual cycle.

- Manage USA Hockey expectations and rules for the volunteer (coaches and managers) program including junior coaches program, Travel Hockey conference affiliation rules and expectations; including the recruitment, training, and evaluation of coaches through maintaining records of certifications, registrations, and trainings.
- Assist in the oversight of district owned skates, oversee the hockey equipment loaner program and inventory, including plans for inventory, handout/return tracking, and replacement of equipment on an annual basis.
- Plan and lead a minimum of quarterly staff meetings in all program areas to ensure safety, implement procedures, and address strengths, weaknesses, opportunities and threats.
- Working with the Facility Operations Supervisor, takes the lead in the development, set up, and planning of programs, services, and special events; providing detailed communication for the supervisor's part time facility staff.
- Coordinates and plans with the Facilities Operations Supervisor, Maintenance Supervisor, and Customer Service Supervisor to provide support, training and staff to ensure rink facility operational needs are being met for customer service, custodial and maintenance care related to service delivery.
- Develop and direct training programs for the development of staff to ensure quality program delivery.
- Responsible for ongoing evaluation of programs, services and facilities
- Act as a leader and nurture a team oriented that promotes effective staff communication facilitating the accomplishment of desired goals and objectives.
- Maintains and manages program, and staff supplies and equipment. Research new and innovative equipment, competitive prices and procures materials, supplies and services as outlined in Park District purchasing policies.
- Prepare and manage budgets, purchase requisitions, P-card statements.
- Seek out customer input, investigate and acts upon requests, suggestions, and complaints concerning programs and services.
- Participates in the preparation of Annual Special Facilities Program Participation Report and other reports as necessary.
- Prepare and maintain required attendance, participant, service, personnel, and property records.
- Under the direction of the Communications and Marketing Department, participates in the production of the seasonal Program Guides and development of program marketing and promotion efforts.
- Makes efficient and effective use of resources under their discretion.
- Maintains a revenue generation mind-set and conducts cost benefit analysis, pricing reviews, program lifecycle audits, and lead staff in using financial systems to meet budgetary and financial goals.
- Prepare and monitor registration information through Amelia software system and manage waitlist, refunds and program transfers,
- Coordinate with other parks departments to provide service relating to program demand.
- Foster partnership with community and public/private sector organizations in support of the District's mission and act as the liaison with different community groups as assigned
- Foster a working environment that promotes safe work habits and active participation in the agency's risk management program.
- Due to the nature of the industry, evening and weekend hours will be required.

The Park District of Oak Park is an Equal Employment Opportunity Employer!