



Office Manager- Winnetka Ice Arena Winnetka Park District

Contact Name: Paul Schwartz
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Contact Phone: 847-501-2062
Closing Date:
Salary: \$15.00/hr

Description:

The Winnetka Park District is seeking an energetic and engaging Office Manager. Under direction of the Ice Arena Skating Director, this position is expected to manage and coordinate the ice-skating program materials, brochure content and registration of Park District programs. This position is also responsible for managing part-time office staff, engaging the patrons, assisting with planning the annual ice show and administering the Platform Tennis programs. The Office Manager will so attend all marketing meetings and collaborate with the Marketing Department to promote programming.

Qualifications: An Associates or Bachelor's Degree in Recreation Management or a related field is preferred. RecTrac experience is preferred but not mandatory. A commitment to continued skill development is mandatory. Must have the ability to establish positive relationships with staff and patrons. A pre-placement physical and criminal background check are required.

Essential Duties and Responsibilities (include but are not limited to):

- Responsible for all registration at the ice rink and platform tennis facilities.
- Handles the training, scheduling, supervision and evaluation of the part-time office staff and makes recommendations to facility management.
- Works with facility management to develop performance standards and code of conduct for part-time office staff
- Assists the Skating Director for Winnetka Skating School communications, ice shows/exhibitions, clinics/workshops, holiday camps and special events
- Assists in aspects of the Annual Ice Show, including; registration, costumes, scheduling of rehearsals, program book and execution of the show

This is a part-time non-exempt position. The Salary is \$15.00/hr. based on qualifications and experience. This position is IMRF qualified and is expected to work 24-30 hours per week approximately 9:00am – 3:30pm Monday through Thursday and on occasion, Fridays from 9am to 1pm. Holiday hours, spring break and summer have limited hours based on office needs.

The Winnetka Park District serves over 14,500 residents and operates the A.C. Nielsen Tennis Center, Winnetka Golf Club and driving range, Skokie Playfield Complex, Winnetka Ice Arena, Winnetka Platform Tennis, the Green Bay Trail, a boat launch, three swimming beaches and a dog

beach, and numerous park sites. Recreation programs include athletics, outdoor nature programs, one-day workshops, day camps, birthday party service and special events.