



Supervisor - Public Skate and Parties (full-time)

Rolling Meadows Park District

Contact Name:

Contact E-mail: www.rmparks.org/jobs

Contact Phone:

Closing Date: 2022-01-30

Salary: \$45,000 - \$47,000 DOQ

Description:

JOB SUMMARY: The Supervisor - Public Skate & Parties reports to the Superintendent of Ice Arenas and is responsible for the programs and operations of public skate and parties/rentals. Must have valid driver's license. This is an at-will position. Additional duties include:

Building Supervision, including make ice at scheduled times; answer telephone, assist guests, and manage locker room assignments; keep ice schedule running on time; supervise and open/close building as scheduled (up to 40 hours per week, depending on scheduling needs). Manage Public Skate weekend hours and weekday lunch-time hours at Nelson Sports Complex (NSC). Confirm schedule of Public Skate sessions annually for ice schedule. Plan and organize Public Skate theme nights. Oversee Public Skate passes, cash management procedures, and track/record revenue received. Directly supervise all weekend and holiday Public Skate sessions at NSC and West Meadows (WM). Communicate with guest services regarding scheduling and collections for Public Skate. Coordinate Birthday Parties/events including scheduling, organizing, and managing parties at NSC/WM. Organize and schedule skating events for outside groups (such as Scouts and PTAs). Maintain NSC/WM Skate Rental Rooms including organization of rental skate racks/helmets/hockey sticks. Manage maintenance of rental skates including new orders, laces, foot beds, sanitizing and sharpening. Recruit, hire, and train public skate staff (i.e. skate guards, cashiers, and skate rental room staff). Create and communicate Public Skate staff schedule. Oversee marketing and advertising on social media and website for all Public Skate sessions and events. Keep program attendance, accident forms, and program reports and attends meetings. Perform other duties as assigned.

QUALIFICATIONS: Qualified candidates must have a minimum of an Associate Degree at a college or university with a resource in Business, Parks and Recreation or Education. Ability to work evenings and weekends on a consistent basis is a must. Experience in hockey instruction preferred. Willing to seek necessary certifications desirable. Creativity and organization crucial to the success of the position. Proficient in Microsoft Word, Excel, and SportsEngine Website. Knowledge of AV equipment. Must be able to lift at least 50 pounds without assistance/75 pounds with mechanical assistance and able to bend/twist/squat/climb/reach frequently.

SCHEDULE & PAY: This is a full-time, exempt position. Forty hours per week, including required Friday evenings and additional required evening and weekend shifts each week. Schedule changes will occur during holidays and special event times. Target hiring range is \$45,000-\$47,000, DOQ (dependent on qualifications).

BENEFITS OFFERED: In exchange for your time and talent, we offer a generous benefit package:

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- Pension Defined Contribution Plan (IMRF)
- Short & Long Term Disability
- 457 Defined Contribution Plan
- Flexible Spending Account
- Paid Holidays & Vacation Time
- Tuition Reimbursement
- Facility Discounts & Usage Benefits

APPLY TODAY!

www.rmparks.org/jobs

Please include Cover Letter and Resume (Deadline: January 30, 2022)

The Rolling Meadows Park District is an Equal Opportunity Employer.