

## **Winnetka Park District Job Announcement Assistant Manager of the Winnetka Ice Arena**

The Winnetka (IL) Park District is accepting applications for the position of Assistant Ice Arena Manager. Attached please find information on the position. Interested candidates are requested to e-mail their resume and cover letter to Tom Gullen at the address below.

**Salary Range:** \$37,000-\$42,000 depending on qualifications+ excellent benefit package including health/dental insurance, IMRF.  
**Closing Date:** **August 1<sup>st</sup>, 2010**  
**Contact:** Tom Gullen, Supt. of Facilities; 847-501-2069 or [Tgullen@winpark.org](mailto:Tgullen@winpark.org)

### **Position Responsibilities**

The Assistant Manager of the Ice Arena will be responsible for the operation of the Ice Arena in the absence of the Supt. of Facilities. Duties include but are not limited to:

1. Hiring, training, scheduling, and supervision of all part-time staff.
2. Scheduling of all ice time including ice contracts and working with user groups. Monthly billing and monitoring of all receivables.
3. Marketing of programs including web-site, brochure, media releases, and promotional material.
4. Daily operations of facility.
5. Oversee Minor Hawks Instructional Hockey program
6. Conduct special events, programs, and tournaments as scheduled.
7. Assist in the operation of paddle tennis facility.
8. Oversee maintenance and repairs of the facility.
9. Monitor revenues/expenses. Prepare annual budget of \$800,000 and report to Board of Commissioners.
10. Maintenance of ice surface and equipment including ice resurfacer, edger, and refrigeration equipment.
11. Administration of house hockey league including league schedules, procurement of jerseys and supplies, scheduling of referees.
12. Assist with class and program registration.
13. Off-season duties will include supervision of Winnetka Park District lakefront facilities.

### **Position Hours**

The Assistant Manager of the Ice Arena is an on-call position. It is expected that this position will involve 1-2 evenings (4:00pm to closing) and one weekend shift.