

## NOTICE OF VACANCY

### General Manager, Palouse Ice Rink

The Palouse Ice Rink (PIR) opened in 2001 and has been providing the community a friendly atmosphere where individuals can enjoy a range of different activities from hockey, ice skating, and curling ever since. The rink is open daily from October 1 until April 1, weather permitting. While the current rink size is less than a standard full sheet (3/4 size), current users and other stakeholders are actively raising funds and support for a new facility with a full-sized rink. The Palouse Ice Rink strives to meet the ice-based recreational needs of the community through a variety of activities and partnerships with parents' groups, schools, universities and local organizations.

APPOINTMENT: 9 months, full-time

LOCATION: Moscow, Idaho

REPORTS TO: Board of Directors for the Palouse Ice Rink

SALARY: Commensurate with qualifications and experience (anticipated range \$40,000-45,000)

STARTING DATE: October 2018

Application Process: Please address required and preferred qualifications as stated in this notice of vacancy. Submit a current resume with 3 professional references and written replies to required and preferred qualifications to: Board of Directors, Palouse Ice Rink, PO Box 8023, Moscow, ID 83843 or email to: [board@palouseicerink.com](mailto:board@palouseicerink.com). Please reply by October 14, 2018.

General Responsibilities: This person will be responsible for the daily management of operations including oversight of the facility, equipment, scheduling, programming, fiscal health, and marketing for the Palouse Ice Rink. The working supervisor position will be responsible for the training, evaluation and supervision of all temporary staff. Please visit our website <http://www.palouseicerink.com> for an overview of our programs.

#### Required Qualification:

- Two years of experience with progressive responsibility in facility operations management.
- Minimum of one year of supervisory experience.
- Minimum of one year of budget management experience.
- Demonstrated success working collegially and collaboratively with diverse internal and external constituencies (i.e. PIR Board, user groups, volunteers, employees, and city and county officials).
- Working knowledge of industrial mechanical equipment.

#### Preferred Qualifications:

- Bachelor's degree in Recreation Administration, Recreation Management, Business or related field.
- Three years progressive experience in recreation/multipurpose facility operations.
- Multi-year budget management experience.

- Experience in personnel training and supervision.
- Experience developing, implementing, and evaluating recreation programs including scheduling, staffing, and risk management for leagues, instruction programs and special events.
- Experience developing, administering and evaluating a marketing and promotions program for a facility, business or program.
- Experience working with ice rink activities, and ice related equipment (Zamboni, chiller, hockey equipment, skating equipment, curling set-up).
- Experience with industrial equipment (refrigeration, propane engines, hydraulics), basic carpentry and troubleshooting skills.

**Position requirements:**

Candidates must have a valid driver's license and successfully pass a background check before starting the position. Some evening and weekend work will be required.

**Duties and Responsibilities:**

- 20% Provide facility management, scheduling and maintenance, and supervision for the capital facility, equipment, general goods and services. This includes: chiller, Zamboni, dasher boards, hockey curling and skating equipment, computers, point of sale devices and other minor equipment. Implement startup and shutdown procedures, conduct or provide oversight for all maintenance and custodial needs for the facility to be consistently maintained in the best possible condition. Under oversight from the PIR Board, the manager will develop, implement, post and enforce rules and regulations.
- 20% Recruit, hire, train, evaluate, administer payroll and supervise 8 to 10 part-time staff that maintain daily operations and supervision of the rink. Employees will effectively execute opening and closing procedures, proper cash handling procedures, submit reports in a timely manner and interact with a diverse and large patron base in a consistently positive and inclusive manner, and provide on-sight supervision to ensure patron safety and appropriate use of facility/equipment.
- 20% Manage and implement the operational budget (approx. \$250,000 annually) in conjunction with the PIR Board of Directors. This includes expense line items of: payroll, maintenance, marketing goods and services. With the approval of the board, create and administer facility rental, advertising space sales, and develop a program registration fee structure that will ensure coverage of all rink operational expenses and financial stability for future operations and equipment replacement.
- 10% Administer and evaluate an advertising and promotion plan that will elevate community awareness and perceived value of the Palouse Ice Rink and skating programs. Utilize best marketing practices to maximize advertising space sales, ice rentals and program registration.
- 10% Serve as the primary point of contact to resolve complex issues pertaining to the services offered. This includes working with renters such as Palouse Youth Hockey Association, University of Idaho, Washington State University, Learn-to-Skate, Science on Ice, Palouse Figure Skaters. Ol' Timer's Hockey and other private rentals.
- 10% Develop, administer and evaluate a diverse array of programming for the Palouse community that meets recreational ice activity needs of the community while meeting or exceeding

budget targets. Activities will include but are not limited to adult hockey league, broom ball, curling, and figure skating.

10% Serve as a resource to the PIR Board of Directors. Provide monthly updates on operations, budget projection and usage information.

#### Knowledge, Skills and Abilities

- Knowledge of basic duties and responsibilities of this position.
- Ability to communicate effectively both orally and in writing.
- Knowledge of computer applications such as spreadsheets, word processors, point of sale devices, Quickbooks, graphic design web page management and email.
- Ability to work effectively and professionally with individuals (colleagues, co-workers and patrons) from a diverse background (with respect to race, ethnicity, gender, sexual orientation, age, color, marital status, disabilities, veteran status, national origin, religion).
- Ability to prioritize and effectively handle multiple projects simultaneously despite interruptions.
- Ability to read and interpret policies, procedures, and regulations.
- Ability to implement strategies to achieve goals and objectives in a timely manner.
- Ability to prioritize, organize and schedule job assignments for one self and for subordinates.
- Ability to work in a changing environment ranging from office temperatures to on ice conditions with cold temperatures.
- Ability to lift up to 60 pounds on an occasional basis.
- Ability to work around loud machines and equipment in a safe manner.
- Ability to work longer shifts at varying times of day or night.