

ICE ARENA COORDINATOR

FUNCTION OF THE JOB

Under direction, to promote, manage, operate, and maintain a Waukesha County Ice Arena; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Promotes, schedules, leases, coordinates, and maintains an ice arena facility.
2. Develops and implements appropriate programs for an ice arena facility.
3. Assists in preparing pamphlets, brochures, news releases and other promotional material for the ice arena facilities.
4. Promotes use of the ice arena facility through presentations, advertising, and other forms of public relations, in addition provides input regarding the design and content of the ice arena website.
5. Oversees and participates in the establishment of rules and regulations to ensure safe use of the facility and the enforcement of the established rules and regulations.
6. Directs the skate sharpening, skate rental, and concession operations within the ice arena facility.
7. Participates in the preliminary preparation of the annual budget, recommendation of rental rates, and collection of fees for events.
8. Maintains detailed daily, weekly, and monthly financial and statistical records; and prepares written and oral reports.
9. Approves purchases and receives all supplies and equipment for the facility.
10. Schedules, supervises, and performs maintenance for the facilities and equipment including preventative maintenance.
11. Selects, supervises, trains, and evaluates facility staff and handles any personnel problems of the staff.
12. Receives complaints of staff, skating groups, and the general public to resolve the concerns.
13. Establishes and maintains effective working relationships with staff, administrative officials, various County Board committees and boards, skating groups, community groups, and the general public.
14. Coordinates and promotes skate lessons for the public.
15. Coordinates snow plowing and ground maintenance for the facilities.
16. Makes presentations before Boards, Commissions, Ad Hoc and professional organizations.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of modern business principles and practices as they relate to the operation of an ice arena.
2. Thorough knowledge of the principles and practices involved in promotion, advertisement, public information, and public relations for ice arena operations.
3. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
4. Working knowledge of current purchasing principles and techniques.
5. Working knowledge of refrigeration systems.
6. Ability to maintain accurate records and accounts and to prepare financial reports.
7. Ability to speak and write clearly, concisely, informatively, effectively, and persuasively and to prepare written reports.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

8. Ability to plan, organize, promote, and supervise various events.
9. Ability to plan, organize, assign, and supervise the work of others.
10. Ability to establish and maintain effective public relations and working relations with staff, administrative officials, various County Board committees and boards, skating groups, community groups, and the general public.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to utilize word processing, database, and spreadsheet programs.

Training and Experience

1. Graduation from high school or GED equivalent.
2. Five (5) years of responsible work experience in the operation of an ice arena.
3. Recognized post high school education in ice arena management, business management, park and recreation management, or a closely related field may be substituted on a year-to-year basis for a maximum of two (2) years or work experience.