

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Ice Hockey Coordinator</u>
Sch.& Grade	<u>PAT-7</u>
Class Code	<u>BE91</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Recreation</u>

PRIMARY PURPOSE:

Coordinates ice hockey programming for the Jordan Valley Ice Park including developing and promoting ice hockey leagues, clinics and tournaments year round.

SUPERVISION:

Under direct supervision of the Jordan Valley Park Manager. Directs, supervises, and/or oversees a small number of seasonal, contractual, and/or special event staff assigned to the ice hockey program.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs, coordinates, and promotes a comprehensive ice hockey program for the Jordan Valley Ice Park within the Springfield-Greene County Parks Department including such activities as recruiting teams and scheduling hockey leagues and tournaments; developing schedules, rules and procedures for ice hockey activities, which often requires city and countywide coordination; planning, promoting, and conducting hockey classes, summer hockey schools and clinics, and weekend coaches and referees clinics; scheduling referees for youth & adult ice hockey games and special events.
2. Hires, guides and directs seasonal, contractual, and/or special event staff assigned to ice hockey programs.
3. Serves as facility liaison with USA Hockey, the governing body for ice hockey.
4. Serves as facility front-line liaison with ice hockey tenants.
5. Rules on game misconduct penalties with participants.
6. Prepares information that is distributed to managers, sponsors, staff and officials regarding ice hockey program policies and operations.
7. Serves the Recreation Division as a support team member in the development and delivery of sports activities to ensure continuous usage of the Ice Park facility year round.
8. Develops and implements short and long-range program plans based upon a needs assessment.
9. Evaluates programs and services and makes recommendations based on findings.
10. Works cooperatively with ice park management to design and lay out brochures, flyers, and advertising applicable to Ice Park programming.
11. Assists with staffing issues for the Ice Park Pro Shop.
12. Assists in preparation, implementation and monitoring of budget; maintains financial records.
13. Assists with coordinating special events, such as hockey games, shows, concerts, athletic contests, parties, and public rentals of the facility and assists in supervision of the same.
14. Assists Jordan Valley Park Manager and other facility supervisors, coordinators, and managers with planning, promoting, and conducting classes and workshops synergistic to the entire facility.

IMPORTANT FUNCTIONS:

1. Maintains professional growth and development and keeps abreast of current trends in the ice arena business; attends conferences, workshops, seminars, and other training for professional development purposes; and takes an active role in relevant regional and national associations, takes part in community activities, and becomes directly involved in service or social organizations in the area of Ice Park business as approved.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and techniques in developing and directing sports programs; extensive knowledge of rules and officiating skills needed in the sport of ice hockey; supervision techniques. Knowledge of applicable safety standards for public sports facilities.

Abilities

Effectively plan, organize, supervise and coordinate the leagues, clinics, and instruction areas of a comprehensive ice hockey sports program; analyze and evaluate sports programs and supply appropriate information pertaining to management such as marketing and budget information; develop and implement an effective promotional campaign to attract and retain facility leases; provide support, guidance, training and leadership to employees assigned to the Ice Park’s ice hockey programs; communicate clear goals and objectives for sports program management; review game misconduct situations objectively and make fair as well as consistent rulings; make effective recommendations and decisions utilizing sound judgment; work effectively and courteously with outside sports associations and agencies, program participants, as well as associates and the general public; follow oral and written instructions; present an overall professional image; communicate effectively both verbally and in writing; maintain accurate records and prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Sports Management, Recreation, Business Administration, or a closely related area plus one year of experience in developing and supervising ice hockey programs. Five years of directly related experience in sports programming and management, of which three of those years have been in ice hockey programming and management, may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects. Ability to ice skate is preferred.

Working Environment

Works primarily indoors in an ice park facility setting; will be exposed to cold temperatures due to working around and on ice. May be exposed to extreme heat, cold, dust, and/or pollen when supervising or coordinating recreational programs held outdoors to promote ice hockey.

Licensing/Certification

None required.

Miscellaneous Requirements

Subject to working some weekend and evening hours.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5474
Comments:	Updated Abilities	Date: June 27, 2005

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____