



## CITY OF GLENWOOD SPRINGS

### PT ICE RINK SUPERVISOR

JOB CODE: 53  
GRADE: PA3

COMMUNITY CENTER  
REVISED: 3-11-09

#### General Statement of Duties:

Position is responsible for direct supervision and operation of the Community Center Ice Rink, concession stand, parking lot, user groups, ice resurfacing and overseeing all immediate Ice Rink needs. Duties include monitoring and ensuring timely user group and internal programming usage, enforcement of facility rules and safety guidelines and task management of Ice Rink Rec. Assistants. Responsible for execution of daily duties as required, including customer sales and service, skate sharpening, activity registration, maintenance, janitorial, ice resurfacing, and mechanical system readings and documentation. This position is directly supervised by the appropriate Recreation Coordinator and/or Facility Manager.

#### Examples of Duties:

Oversees facility activities, opens and closes facility; documents major maintenance needs; performs light janitorial and maintenance duties; takes program registrations and issues receipts; prepares records of daily receipts; responsible for all aspects of running a concession stand and maintains various files and other record keeping functions. May assist Ice Rink Manager or Program Coordinator with tasks including staff scheduling, facility scheduling, programming improvements and client feedback and other duties as assigned. Responsible for management of daily tasks and goals for rec. assistants, cash handling, receipts, refunds and reports. Operation of a skate sharpening machine, cash register, Zamboni ice resurfacers, and various concession machines.

#### Required Knowledge, Skills and Abilities:

Must be at least 18 years of age and have graduated from high school or have a GED. Applicant must demonstrate strong customer service and decision making skills; have experience in cash handling, drawer reconciling, and have the ability to work independently under pressure. Previous Ice Rink or facility management experience preferred. Knowledge of basic accounting and cash management practices. The ability to complete assigned tasks, use good judgment, take responsibility, diplomatically respond to and handle problems, and be a role model within the organization and community. Candidates must be able to communicate effectively in English, verbally and in writing. Knowledge of or ability to learn hockey rules and scorekeeping practices and electronic scoreboard use. This is a part time position not to exceed 35 hours a week. Schedule must be flexible with early morning and evening hours and some weekends. Scheduled hours are not guaranteed with scheduling priority given to the highest performers based on job performance and are only available during the ice rink season from Nov. to March. Due to the program nature, the position will require frequent strenuous physical activity including: program participation and set-up, equipment loading and unloading, lifting, kneeling, squatting, crouching, stooping and walking. Shifts will include nights and weekends. This position may require strenuous physical activity.

## NECESSARY PHYSICAL REQUIREMENTS:

Lifting:	40 pounds frequently	75 pounds occasionally
Carrying:	40 pounds frequently	75 pounds occasionally
Pushing/Pulling:	40 pounds frequently	75 pounds occasionally
Driving:		frequently
Balance/Stoop/Bend:		frequently
Twist/Squat/Crouch:		frequently
Kneeling/Crawling:		occasionally
Climbing Stairs:		frequently
Standing/Walking:		frequently
Climbing Ladders:		occasionally
Reaching above/below/at shoulder level:		frequently