



POSITION DESCRIPTION

- Title: Ice Sports Program Coordinator
Assignment: Schwan Super Rink
Reports to: Ice Sports Programming Manager
Supervises: Event Staff
- Competencies: The ability to engage in and successfully create and operate ice sport programs
- Boundaries: Authority within designated events to make decisions concerning support staff, schedules, and overall event management to create excellence in customer service
- Responsibilities: Recruitment of participants for and management of ice sports tournaments, leagues and youth development programs in pursuit of financial success and growth of department.
- Work Processes:
- Promotion, Marketing and Sales
 - Ability to create marketing materials and distribute materials through public channels
 - Ability to direct market to hockey clubs, teams, programs
 - Ability to recruit teams and participants to ensure healthy and growing programs
 - Budget
 - Ability to create a budget for individual programs
 - Ability to report actual event participation numbers compared to estimated numbers based on established budget within 30 days of each event
 - Ability to discuss and manage budgets with finance department and Ice Sports leadership
 - Event Management
 - Knowledge of all aspects of running successful sporting events
 - Ability to manage all aspects of the event, including staffing, timing, budgets and more
 - Ability to work nights, weekends, and holidays as necessary
 - Ability to manage event staff to ensure customer service and satisfaction for each event
 - Program Development
 - Ability to analyze current market and recommend new programs and ideas
 - Ability to implement concept ideas
 - Additional Duties as Assigned
 - Other duties may be assigned by the Ice Sports Manager
- Education/Experience: High School diploma or Bachelors Degree in Sports Management, Business Management or related fields preferred. Passion for hockey and ice sports a plus.
- Classification: Full-Time (45-50 hours per week) salary position, exempt from FLSA overtime regulation
- Terms of Employment: At will
- Compensation: Based on education and tenure with the NSC, paid bi-weekly
- To apply: Email cover letter and resume to Spencer Arvold (sarvold@superrink.org)