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)