

Robert Morris University – Island Sports Center Ice and InLine Program Coordinator / Instructor

Position Type: Staff Full-Time

Overview:

This position is located at RMU Island Sports Center and supports the center's ice and inline hockey programs. This is work that is performed under the general supervision of the Hockey Director. Employee is responsible for carrying out orders as well as working independently at times in a variety of activities at the RMU Island Sports Center as determined by the Hockey Director and/or ISC management.

Successful candidate will work directly our league of approximately 550 ice hockey players at the 8U, 10U, 12U, 14U, and 16U level in addition to hundreds of players weekly as part of our in season clinics and various programs including a small InLine Hockey league.

Responsibilities:

- Provides support to the Island Sports Center ice and inline hockey programs by developing, implementing, and instructing ice and inline hockey programs, classes, lessons and tournaments.
- Assists and works closely with Hockey Director and Assistant Hockey Director in the administration and promotion of all aspects of ice and inline hockey programs and related budgets.
- Assists Hockey Director, Assistant Hockey Director and ISC staff in ensuring that the needs of our guests are met through well organized, staffed and maintained ice and inline hockey programs.
- Acts as an active inline and ice hockey instructor/coach in ISC hockey programs.
- Responsible for ensuring safe, clean, well maintained and organized conditions, as well as excellent customer service.
- Serves as a back-up for Hockey Director, Assistant Hockey Director in his/her absence.
- Provides a presence with customers when inline and ice hockey programs are active at the facility.
- Prepares league schedules and enters them onto website and other required outlets. Prepares and administers score sheets, sign-in sheets, waivers and other necessary items.
- Coordinates scheduling of score keepers, referees, team meetings, etc.

- Verifies and ensures payments are made on a timely basis for all teams and individuals in inline and ice hockey programs.
- Verifies payment accuracy to officials and/or official scheduler.
- Works with other inline and ice hockey and skating programs, assisting as requested and/or needed.
- Trains, evaluates, counsels, and makes recommendations to Hockey Director for hiring and disciplining assistants, scorekeepers, coaches, referees, instructors, and any related adult ice/inline hockey staff, personnel and participants.
- Schedules and runs team representative and coaches meetings and seminars.
- Assists other employees in performance of their duties as needed and/or requested.
- Participates in job related training clinics and seminars.
- Records and reports details of all accidents and incidents.
- Recognizes immediate problem areas and immediately corrects them; knows when to refer problems that may not be able to be handled immediately to Management or Supervisor for correction.
- Demonstrates a high degree of customer service and maintains a general knowledge of facility programs to be able to respond to customer questions.
- Maintains a neat, professional appearance.
- Performs other duties as assigned.

Minimum Qualifications:

- High school diploma or GED is required.
- Ability to inline and ice skate. Hockey playing experience and/or coaching experience and/or teaching experience at various levels of amateur and/or professional hockey required.
- Basic computer skills for working with Internet, Microsoft Word, Microsoft Publisher and Microsoft Excel.
- Ability to work flexible shifts during the week, weekends, days, evenings, late evenings, holidays and holiday periods. Ability to work more than 40 hours per week to meet needs of the Island Sports Center. Overtime is required as needed; vacation approval may be limited during peak activity periods.
- Ability to receive work orders verbally or in writing. Ability to work well independently and with co-workers. Ability to bend, stoop, lift, skate, remain standing and walking for long periods of time. Ability to work in varying outdoor and indoor temperatures and outdoor weather conditions. Ability to be able to communicate in a courteous and collaborative manner with the

- general public such as RMU-ISC customers. Good interpersonal and communication skills.

Those interested are asked to apply directly online using the link below

<https://careers.pageuppeople.com/856/cw/en-us/job/497139/ice-and-inline-hockey-program-coordinator-instructor>

Additional information can be directed to:
Blaine Buterbaugh – buterbaugh@rmu.edu