

Program Coordinator/ Rink Scheduler - Sertich Ice Center and Acacia Park – City of Colorado Springs

In this position, you will oversee, direct, and coordinate operations and activities of the Sertich Ice Center & Acacia Park - Skate in the Park programs for Parks, Recreation, and Cultural Services.

Essential Job Functions - the basic job duties an employee must be able to perform: Recommend and assist in the development and implementation of facility goals and objectives; implement approved policies and procedures

- Establish facility schedules for internal & external programming
- Provide assistance in the development, oversight, and monitoring of facility budget
- Assess, plan, implement and evaluate facility activities for all user groups
- Ensure program & facility compliance with City, SafeSport, and SkateSafe rules, regulations, and standards
- Oversee Learn to Skate program including scheduling, marketing, registrations, coach & volunteer compliance, insurance, etc.

Successful candidates will have

- A bachelor's degree from an accredited college or university with major coursework in Recreation, Sports Management, or a related field
- Three years of full-time professional ice rink administration experience
- Possess or obtain upon hire, a valid, non-probationary Colorado driver's license not subject to restriction related to alcohol and/or drug violations or pending charges

Ideal candidates will also have

- A hockey, figure skating, and/or rink background as a participant and/or staff member
- USIRA Certified Rink Administrator designation and/or experience as a hockey or skating director
- Experience overseeing an on-ice skating program
- Knowledge of Learn to Skate USA & US Figure Skating basic skating elements
- Possess, or obtain within 3 months of start date, a Learn to Skate USA Membership
- Possess, or obtain within 3 months of start date, a Safe Sport Certification

To Apply: <https://www.governmentjobs.com/careers/cosprings/jobs/3625928/program-coordinator-sertich-ice-center-and-acacia-park-skate-in-the-park?page=3&pagetype=jobOpportunitiesJobs>