



JOB DESCRIPTION

Department	Administration
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Ice Arena Coordinator
Classification	Salary/Exempt
Pay Range	\$48,000.00 - \$67,200.00 1E01

Job Summary

The Ice Arena Coordinator is a full-time, exempt, and administrative position within the Village of Pleasant Prairie RecPlex Ice Department. Under the general supervision of the Senior Coordinator – Ice Operations, the primary purpose of this position is to assist in the oversight and the coordination of the two-surface ice arena programs, events, and supervision of Skate Guard employees. This position requires a minimum of 40 hours per week and has a flexible schedule but will require regular weekend and evening availability based on programming and supervision needs.

Job Duties

- Provides administrative, development, and management support for community-based programs/events for youth and adults to the Senior Coordinator – Ice Operations.
- Oversees the day-to-day administration of scheduling/rescheduling team activities.
- Leads communication with team/parent representatives to ensure information is distributed efficiently and effectively.
- Supervises, schedules, and supports the hiring of Skate Guards and ensures proper employee coverage for all Open Skate sessions.
- Maintains oversight of the skate rental area and ensures that rental skates are being maintained and sharpened.
- Supports inventory management of the RecPlex Proshop and provides reports to the Senior Coordinator – Ice Operations.
- Supports the Senior Coordinator – Ice Operations in negotiations and lease agreements.
- Acts as a liaison to the Maintenance & Facilities Department regarding rink scheduling, ice, and Zamboni issues.
- Assists the Hockey Coordinator with administrative functions as it relates to hockey programming.
- On an as needed basis, acts as the on-site supervisor for large Ice Arena events.
- Utilizes Sports Engine Software and ensures adequate training of any team users.
- Works collectively with Ice Desk staff to assist with training and communication regarding Operations of the Arena.
- Responds in a friendly and professional manner when dealing with participants, parents or patron inquiries, or complaints.
- Participates in the Manager on Duty rotational schedule and supports RecPlex guests with a broad range of needs.
- Leads by example and enforces all Village & Department policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the RecPlex and/or Ice Department.

Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Work is conducted primarily in an indoor fitness/recreation environment with possible exposure to high and low temperatures and humidity, slippery surfaces, and pool chemicals.
- Requires frequent movement about the RecPlex building and office spaces.
- Constantly operates computer, phone, copier, and other office equipment.

Requirements - educational, certifications and experience

- Bachelor's degree in Recreation & Sports Management, Business, or similar field preferred.
- Experience in a recreation facility or similar and supervisory experience preferred.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent writing, data handling, attention to detail, and analytical skills required.
- Ability to multi-task, organize work, and manage work schedules and deadlines effectively.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, and the general public.
- Ability to obtain First-Aid, CPR/AED Certification within 3-months of hire.
- An equivalent combination of education, training, or work experience that provides the required knowledge, skills, and abilities will be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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