Job Title: Hockey Coordinator

Job Code: HOCO  Bargaining Unit: AFSCME
Pay Grade: AU04  Date Revised: 5/26/2022
FLSA Status: Non-Exempt

General Summary: This position is responsible for planning, directing, and managing the adult hockey program for Parks and Recreation Department.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Develops, plans, organizes and schedules the city hockey program for the Roosevelt Ice Arena.
- Develops, designs, and creates promotional and marketing materials, including flyers, brochures, signs to promote city hockey program.
- Performs cleaning and maintenance duties as necessary.
- Prepares and maintains various reports.
- Demonstrates knowledge of sports activities and tournament and league scheduling, office equipment, and office procedures.
- Coordinates hockey referees and score keepers; schedules and assigns work, as needed.
- Addresses complaints and resolves problems of city hockey program.
- Reports to the Ice Recreation Specialist/Manager.

Qualifications:

Education and/or Experience:

High school diploma and 2 years related experience and/or training in hockey program implementation.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.
Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 50 pounds.