

TITLE: ICE HOUSE SUPERVISOR
LOCATION: WINSTON-SALEM ENTERTAINMENT-SPORTS COMPLEX
COLISEUM ANNEX
WORK SCHEDULE: EVENING & WEEKEND
SALARY RANGE: \$10.00 per hour
CLOSING DATE: September 10, 2010-Or open until filled
NUMBER OF POSITIONS: 2

GENERAL DESCRIPTION: Under immediate supervision, this position will be assigned to the Event Services Division of the Complex responsible for the planning and coordination of events and activities at the Complex. The individual in this position will provide direct assistance to the Event Services Director as a primary supervisor over ice staff and operation. Events and activities will include, but are not limited to, public skate, birthday parties, hockey tournaments, hockey practice and general ice maintenance. The position will schedule and manage and when necessary discipline the in house ice staff, zamboni drivers, skate guards and party supervisors. Duties include, but are not limited to: conducting pre-opening walk through to assure facility set-up, cleanliness, and safety; on-site assistance at public skates and hockey games; providing critique notes after events; communicating clearly verbally and when necessary in writing to ice staffs. Position is responsible for completion of all ice time sheets for ice rental on a weekly basis to be turned in Sunday night at closing. Position will be required to learn how to drive the zamboni and to assist ice staff in glass change out when necessary.

JOB REQUIREMENTS: Any combination of education and experience equivalent to a High School Diploma; Associates Degree preferred. Special consideration shall be given to those candidates having facility operations, ice management or event management education and/or experience. Must have the ability to make good decisions when under pressure. Excellent organizational skills are a must. Possess exceptional written and verbal communications skills. Must have computer experience in Windows XP, Microsoft Word and Excel.

PHYSICAL REQUIREMENTS: (Reasonable accommodations may be substituted for the physical requirements listed below).

Be able to maneuver effectively within an office environment. This individual should be expected to work on their feet. Considerable walking on level surfaces as well as steps and ice should be expected. Position is expected to work a flexible schedule to include nights, holidays and weekend hours.

The City of Winston-Salem does not discriminate on the basis of race, creed, sex, color, age political affiliation, national origin, religion, or disability, in its employment opportunities, programs, services, or activities.

Interested parties fill out a City of Winston-Salem Employment Application and email or fax to Chris Corl Event Services Director at ccorl@ljvm.com, fax 727-2900 by September 10, 2010.