



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Our Core Values: Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

Job Title: Winter Sports Building Facility Manager
Reports To: Executive Director
Classification: Supervisory II
Salary Range: \$55,000-80,000 + [Benefits](#)
FLSA Status: Full time Salary Exempt
Location: John L Wilson and Eagles Arenas, Jamestown, ND 58401

Job Summary: Under the general supervision of the Executive Director of Jamestown Parks and Recreation the Winter Sports Building Facility Manager will perform duties in managing, supervising, marketing, staffing, course maintenance, membership sales, and rental/scheduling of the Winter Sports Building.

Essential Duties and Responsibilities:

- Develops and monitors Winter Sports Building annual budget.
- Develops and implements policies and procedures with approval from Jamestown Parks and Recreation Board of Commissioners and Executive Director.
- Oversees the coordination of daily operations, programs, and all events and activities at the Winter Sports Building.
- Oversees membership and group sales, rentals, registration processes, daily admissions, and all other cash flow procedures.
- Oversees the development and implementation of the Winter Sports Building marketing strategy including attending special events and interacting with community groups.
- Assures a positive guest service experience for all facility users.
- Oversees and implements a comprehensive maintenance plan for optimum condition of ice sheets including mitigating safety hazards and other potential problems.
- Oversees membership and group sales, rentals, registration processes, daily admissions, and all other cash flow procedures.
- Oversees daily operations including hiring, training, scheduling, performance, and evaluation of personnel.
- Participates as an engaged member of the JPRD Management Team and works closely with the Jamestown Parks and Recreation Board of Commissioners and other departments and staff within the district.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

Qualifications:

Education

- Bachelor's degree in Recreation or a closely related field.

Experience:

- Two to three years of work experience in management.
- Any combination of education, training and experience that demonstrates the ability to perform the duties of this position.
- Prior staff supervisory responsibility preferred but not required.

Knowledge, Skills and Abilities:

- Knowledge of the maintenance of ice sheets.
- Knowledge of ice rink refrigeration operation, repair and maintenance.

- Ability to establish and facilitate cooperative working relationships with employees to work effectively and collaboratively.
- Ability to effectively supervise the work of the assigned personnel and accomplish the completion of assigned programs and projects.
- Verbal and written communication skills.
- Able to work independently and as a member of a team.
- Must have a valid driver's license.
- All candidates are subject to a background check and must pass a drug and alcohol test.

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 work is typically performed in the winter sports building and, in an office. The employee occasionally lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals and machinery with moving parts.

Physical Requirements:

While performing the duties of this job, this employee is in an outdoor and indoor setting where he or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct Reports: This position has direct supervision over the full-time staff at the Winter Sports Building and has supervision over part-time staff and seasonal staff. Positions include;

- General Maintenance Technician
- Winter Sports Building Attendant

AAP/EEO Statement:

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved by:	
Date approved:	
Reviewed/Updated:	
Date:	