

# THE HARVEY SCHOOL

## Evarts Rink Director

### Position Description

Oversee and manage Evarts Rink and ice programming. The Evarts Rink Director is responsible for the ice rink's overall management, operation, and success. This includes overseeing daily operations, staff management, programming, and maintenance and ensuring a high level of customer satisfaction. The ideal candidate will have a strong background in ice rink management, excellent leadership skills, and a passion for creating a positive and engaging environment for all rink users.

### Primary Responsibilities

- Provide a safe, well-maintained facility with superior-quality ice.
- Maintain a wide range of programs to provide a high-quality skating experience for participants.
- Oversee the daily operations of the ice rink, ensuring smooth and efficient functioning.
- Develop and implement standard operating procedures (SOPs) to maintain high safety, cleanliness, and customer service standards.
- Coordinate scheduling for public skating sessions, hockey leagues, figure skating programs, and special events.
- Manage ice maintenance, including resurfacing schedules and assurance of ice quality.
- Familiarity with an ammonia refrigeration system and ability to monitor it daily and perform basic maintenance. Coordinate with commercial refrigeration contractors for more significant service and repairs.
- Make general repairs as required and communicate additional needs through the school's maintenance department.
- Service the ice resurfacer and maintain an excellent sheet of ice.
- Communicate with all rink skating groups, and scheduling all rink usage.
- Work closely with The Harvey School administration and faculty to accommodate school programs and events and promote the school.
- Recruit, train, supervise, and evaluate rink staff, including rink attendants, coaches, instructors, and maintenance personnel.
- Foster a positive work environment that encourages teamwork, professional growth, and high morale.
- Ensure staff adherence to safety protocols and customer service standards.
- Develop and manage the rink's budget, including forecasting revenues and expenses.
- Monitor financial performance, prepare financial reports, and implement cost-control measures.
- Oversee cash handling procedures, inventory management, and purchasing.

### **Minimum Qualifications**

- Bachelor's degree in Sports Management, Recreation, Business Administration, or a related field.
- Minimum of four years of experience in ice rink management or a related recreational facility.
- Strong leadership and team management skills.
- Excellent organizational, communication, and interpersonal skills.
- Proficiency in budgeting, financial management, and reporting.
- Knowledge of ice rink operations, maintenance, and safety standards.
- Ability to work flexible hours, including evenings, weekends, and holidays as needed.
- Positive attitude, flexible approach, and a sense of humor.

The salary range for this position is \$60,000-\$75,000

**To apply for this position:** Please send a single PDF file containing a cover letter, resume, and three references to [employment@harveyschool.org](mailto:employment@harveyschool.org). Please include the position title in the subject line.