Slater Family Ice Arena Hockey Coordinator Graduate Assistant

Scope of Responsibilities:
The purpose of this position is to assist with all aspects of Ice Arena community hockey programming and facility operations. Additional expectations include learning program and management software, supervision of student staff, and superior customer service skills.

Line of Responsibilities:
The Hockey Coordinator is directly responsible to the Assistant AD for Arena Operations and works closely with the Coordinator of Programs, Coordinator of Services and Student Staff.

Specific Duties

- Manage all current and future Ice Arena community hockey instructional programs and leagues for youth and adult ages. Including but not limited to:
  - Administrative duties to organize, implement, and maintain programs and leagues.
  - Monitor and regulate programs and league play.
  - Record and enter registrations for all leagues and programs including tracking payment and maintaining updated player contact information.
  - Organize and administer any skill assessment or rating skates for leagues.
  - Set up assessment of player skill ratings and develop rosters for all leagues or class groupings for programs.
  - Validate, record, and update USA Hockey registrations and memberships.
  - Organize distribution and return of team jerseys.
  - Responsible for scheduling and maintaining records of referee payroll and certifications to report to Program Coordinator for payroll.
  - Record and post all team standings and player statistics for leagues.

- Serve as a liaison between the local hockey programs and Ice Arena to coordinate programming and instructional needs.

- Assist with administrative management of additional Ice Arena programs; including but not limited to broomball and figure skating instructional programs, leagues, and special events.

- Develop and implement future programming and/or events.

- Develop evaluations and assessment plans for current and future programming.

- Research and develop age and skill appropriate lesson plans specific to programmed activities, both on and off ice.

- Continuous assessment of participant progress within programming to anticipate changes to lesson plans and produce performance evaluations.

- Assist with the coordination of all aspects of birthday parties; rental, food and day of duties.

- Provide excellent customer service through positive relations and rapport with Ice Arena patrons and user groups.

- Familiarity with, and competence, in Ice Arena policies and procedures.

- Rotationally serve as a Building Manager, acting as the point contact for customer concerns and situations, as well as the responsibilities of opening and closing the facility.
• Assist with all aspects with Game/Event Management
• Assist in all day to day operations, to include minor custodial, maintenance and driving of the ice resurfacing machine.
• Able to establish and maintain effective working relationships with customers, vendors, administrators and subordinates.
• Performs all other duties as assigned.

Qualifications
• Acceptance into Bowling Green State University Graduate College and Human Movement, Sport, and Leisure Studies (HMSLS) program
  • See BGSU Graduate College and School of HMSLS for specific requirements
• Required Bachelor’s degree in Sports Management, Business Administration, and experience in facility management, and/or programming and instruction
• Proficient knowledge and ability of hockey and skating skills
• Working knowledge and understanding of all hockey programs including USA Hockey
• Must have current ISI Membership or USA Hockey membership or be willing to obtain in a timely manner
• Able to maintain accurate and complete records, including the accounting of collected revenues.
• Knowledge of cash accounting procedures.
• Working knowledge of various computer point-of-sale software packages.
• Demonstrated ability to lead student staff.

Terms
• Two year commitment with the BGSU Ice Arena
• Stipend of $9,000/year plus six BGSU Graduate School credit hours per semester.
  • Student responsible to pay for additional two credit hours per semester to obtain and maintain full time status each semester.

http://www.bgsu.edu/offices/ohr
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