



P.O. Box 572, Livingston, MT 59047 | www.livingstonice.org | livingstoniceskating@gmail.com

Park County Recreational Rink General Manager 2024/25 Season

Job Description

The Livingston Ice Skating Association Board of Directors is seeking a dynamic and experienced Ice Rink General Manager to oversee operations at the Park County Recreational Rink. This pivotal role requires a passionate leader who can effectively manage all aspects of the facility, from daily operations and volunteer supervision to program development and community engagement. The ideal candidate will bring a blend of ice sports knowledge, and customer service expertise to ensure the rink serves as a thriving hub for ice-based activities in our community. If you're ready to take the helm of this essential recreational facility and drive its success, we invite you to apply for this exciting opportunity.

Rink Manager Seasonal Responsibilities:

- Organize and supervise the installation of the rink mid-November to be open by Thanksgiving.
- Outreach to, communication with and management of existing volunteers and recruitment of new volunteers.
- Organize volunteer shifts through an online scheduling platform and manage shifts throughout the season. Train and assist volunteers with opening, closing and rink resurfacing duties to ensure each shift is properly covered each day.
- Develop new and implement and improve on current ice rink policies and procedures.
- Oversee daily operations of the rink including hose and zamboni management and upkeep, ice maintenance and repair, and maintaining order of changing area. Ensure proper maintenance of ice surface, equipment, and facility throughout season and alert LISA BOD and Fairgrounds of any issues when they arise.
- Keep calendar at the rink and on website up to date with hours and schedule of events.
- Maintain and organize skates, either by the Manager or by delegating to volunteers. This includes sharpening skates, replacing laces, keeping inventory of skates and sizes and replacing as needed.

- Organize two 3 vs 3 hockey tournaments throughout the season with the help and direction of the LISA board.
- Organize and facilitate community events throughout the season, including the following:
 - Opening Skate Party (late November/early December)
 - Skate With Santa (December)
 - Valentine's Day Skate (February)
 - Closing Skate Party (late March)
- Plan and facilitate monthly brainstorming/debriefing meetups for volunteers to strengthen communication, collaboration and camaraderie within the group.
- Manage the Rink Rats volunteer email account and handle customer inquiries, concerns, and feedback in a timely manner. Coordinate ice time scheduling for various user groups and programs or direct information to the LISA BOD.
- Keep record of hours and tasks in a work log to be submitted to LISA BOD at the end of each month, throughout the season.
- Organize the take down and storage of rink and chiller in the spring to be cleared from Steer Barn by end of lease term.
- Collaborate with the Livingston Ice Skating Association Board of Directors on strategic planning.
- Participate in monthly meetings with the LISA board of directors.

Required Skills and Qualifications:

- Strong leadership and volunteer management skills
- Ability to effectively communicate with the LISA BOD, volunteers, general public and media
- Excellent organizational and time management abilities
- Ability to self start and work without direct supervision and direction
- Basic knowledge of ice-making and maintenance techniques
- Excellent communication skills, both verbal and written
- Ability to develop and implement operational systems and procedures
- Problem-solving skills and adaptability to changing situations
- Basic computer and social media skills including the use of Google Drive, Excel Sheets, Instagram, Facebook, Mailchimp and volunteer scheduling platform
- Ability to work flexible hours, including evenings, weekends, and holidays
- Physical ability to assist with rink maintenance when necessary
- Due to the nature of this role involving interaction with children, all new hires must undergo a background check prior to starting work

Preferred Qualifications:

- Experience in ice rink management or related facility operations
- Familiarity with ice sports and/or recreational programming
- Previous experience in launching or significantly improving ice rink operations and/or recreational programming
- Knowledge of energy-efficient practices in ice rink management
- Experience in community outreach and partnership development
- Familiarity with marketing and promotional strategies for recreational facilities

Schedule and Salary:

Compensation: \$14,000 stipend for the season

Duration: Seasonal, Part-Time. Approximately 4.5 months (early November through early April)

Time Commitment: 450-500 hours total, averaging about 20 hours per week

Schedule: Flexible, varying with seasonal demands

Key Dates:

- Early November: Rink installation begins
- Thanksgiving Day: Rink officially opens
- April 15th: Lease of Steer Barn ends

*The position requires adaptability to a fluctuating schedule throughout the season. Compensation is provided as a stipend rather than an hourly wage, reflecting the seasonal and variable nature of the role.

All interested applicants should submit a resume and letter of interest to the LISA Board of Directors at livingstoniceskating@gmail.com by August 31st.