

# **I** ILLINOIS Campus Recreation

## POSITION DESCRIPTION

### **POSITION: FACILITY OPERATIONS – ICE ARENA GRADUATE INTERN**

#### **JOB SUMMARY:**

Assist in the operation of the University of Illinois Ice Arena for Campus Recreation. Provide leadership in the areas of facility operations, event management and student development. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

#### **ORGANIZATIONAL RELATIONSHIPS:**

Director

Associate Director of Programs & Risk Management

Ice Arena Assistant Director

Ice Arena Coordinator

**Facility Operations – Ice Arena Graduate Intern**

Part-time Staff

#### **DUTIES & RESPONSIBILITIES:**

##### Ice Arena Operations & Administration

- Gain knowledge and experience in all areas of facility supervision which includes: customer service, student development, financial management, risk management, safety procedures, and maintenance reporting
- Manage public skating sessions, men's club hockey games, and other special events
- Develop, update, and implement all policies, procedures and manuals
- Assist with preparation of data collection, program assessments, and overall program recommendations
- Collaborate with lead Ice Arena staff on budget planning, equipment purchasing, training plans, staff incentive programs, staff disciplinary actions, program offerings, and maintenance repairs
- Ensure all staff remain compliant with necessary certifications and arrange certification courses
- Provide timely response to customer service inquiries specific to the Ice Arena programs

##### Student Development and Supervision

- Hire, train, schedule, supervise, and evaluate approximately 100 student employees (approximately 65 Facility Assistants, 15 Customer Service Assistants, 15 Zamboni Drivers, and 5 Event Managers)
- Provide leadership and serve as a resource to student staff. Lead and/or assist with training and developmental opportunities for student staff
- Provide support to the student staff and the Ice Arena Associate and Ice Arena Specialist; attend and participate in regular staff meetings and perform other duties as assigned

##### Developmental Opportunities

- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications
- Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants
- Conference and professional development travel opportunities – on and off-campus

- Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees
- Based on applicant's desired interest areas, can be flexible creating leadership roles and working opportunities within the Ice Arena
- Acquire and maintain CPR, First Aid, AED certification. Opportunities for growth in risk management if desired.
- Participation in departmental committees
- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
- Assist with other Campus Recreation programs as needed.

**MINIMUM EDUCATION & EXPERIENCE:**

- Must have experience working in recreational sports programs and/or special events. Experience supervising part time employees preferred.
- Must have a Bachelor's degree

**MINIMUM WORK REQUIREMENTS:**

- Position requires flexible work schedule, including evenings, weekends, and academic break periods as necessary
- Position requires an average of 30 hours/week at a rate of \$24.74/hour from August 12, 2024 – May 16, 2025. Summer hours available prior to August 12, 2024 and after May 16, 2025 if interested.
- This position is subject to a University mandated background check

**APPLICATION INSTRUCTIONS:**

- Applications will be accepted until the position is filled. For full consideration please email a resume, cover letter, and contact information for three professional references, all as separate attachments, to Carson Petersheim, (petersh2@illinois.edu) Student Development Coordinator, Campus Recreation, University of Illinois at Urbana-Champaign by March 12, 2024.