

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
May 17, 2016

Job Title: Hockey Coordinator – Part-time
Department: Recreation Department
Salary Range: \$15.00 - \$24.99 per hour
Hours of Work: 15 – 25 hours per week; hours vary on a weekly and seasonal basis.
Application Deadline: Open until filled

GENERAL DEFINITION OF WORK:

Performs intermediate professional work supervising activities in hockey program. Coordinates a variety of tasks which directly relate to the success of the City's hockey program. Work is performed under the supervision of the Facilities Manager. Supervision is exercised over part-time and seasonal subordinate staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administers all aspects of the hockey program and serves as city liaison to all related program associations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Adult Hockey – works in conjunction with adult league coordinator to make sure ice times are properly scheduled. Refers potential players to the adult coordinator.
- Works in conjunction and cooperation with the Shaker Youth Hockey Association, Cleveland Suburban Hockey League and USA Hockey to ensure proper and expedient delivery of hockey programs to program participants and their parents.
- Acts as the City of Shaker Heights, Recreation Department liaison to related program associations, including, but not limited to; Shaker Youth Hockey Association, Cleveland Suburban Hockey League, USA Hockey, Shaker Heights High School, etc. Attends related meetings on a regular basis.
- Recruits and trains qualified coaches for all levels. Trains, monitors and supervise coaches. Investigate and respond to complaints regarding coach conduct.
- Acts as the Tournament Coordinator for the High School, Varsity and Junior Varsity Hockey Tournaments (mid December).
- Instructs youth hockey, Learn to Skate classes for 3-6 year olds.
- Schedules ice time for the youth hockey program.
- Administers try-out process. Work to make certain that the process is fair to all participants. Follows pre-established guidelines. Monitors the progression of players through the program.
- Enforces USA Hockey, Zero Tolerance policy as necessary.
- Monitor payments from program participants. Assist with collections as needed.
- Maintains open lines of communication with parents, players, coaches and Recreation Department staff. Responds to verbal, phone and e-mail messages/directives in a timely and pro-active manner.
- Works in conjunction with the Learn to Skate Coordinator and the Shaker Figure Skating Club to promote and encourage participation with all skating activities.
- Performs related tasks as required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, health, physical education or related field. A Bachelor's degree is preferred. Minimum of 5 years of coordinating hockey programs is required.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, and crouching; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

SPECIAL REQUIREMENTS:

Advanced coach training through USA Hockey is desired. Must be able to obtain certification in training, first aid, and CPR.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE FILE APPLICATION AND/OR RESUME WITH THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120. (APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM) E-mail: human.resources@shakeronline.com

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