

JOB DESCRIPTION**JOB TITLE: Curling Coordinator**

Job Location: Utah Olympic Oval
Reports to: Sport Program Sr Manager
Function Area: Sport Programs

Position Code: 178
Pay Grade: 5
Type: Full Time Hourly

Job Title: Curling Coordinator**Position Purpose**

Under direction of the Sport Programs Senior Manager, develop and implement professional, effective, and curling programs with an emphasis on growth and retention.

Major Tasks/Responsibilities:

- Manage and meet department budget
- Provide leadership through effective goal setting, delegation and communication
- Conduct performance appraisals of instructors and implement corrective action when needed
- Supervise and schedule curling employees
- Maintain sport info and public communication, display cases
- Develop and implement customer evaluations surveys
- Create and adjust registration forms with Guest Service approval
- Be responsible for effective administration and department functions
- Maintain adequate supplies and equipment for successful program functions
- Track relevant data for program and reporting
- Work with marketing for program information distribution
- Work with and manage curling instructors for program development
- Develop and implement effective programs department policies and procedures
- Monitor safety and implement safety rules/procedures for all sessions

Required Knowledge/Skills/Abilities:

- Graduation from an accredited four year college university with a degree in sports recreation or other closely related field – or a combination of education and/or relevant experience totaling four years.
- Computer proficient (scheduling Centaman software preferred)
- Proven organizational skills
- Detail oriented
- Experience successfully managing internal and external relationships
- Self-starter attitude. Ability to work with little supervision once general direction has been given
- Ability to manage multiple tasks effectively and efficiently
- Must be able to consistently meet deadlines and demonstrate accuracy and thoroughness
- Ice arena knowledge preferable
- Excellent communication and interpersonal abilities
- Ability to function as a team player
- Strong planning and problem-solving skills

Physical Requirements

- Must occasionally lift or move up to 20 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- While performing the duties of this job, the employee is regularly required to sit or stand, walk, use repetitive wrist movements, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or twist

Other

- Flexible work schedule must be able to work evenings, weekends, and some holidays.

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Job Title: Curling Coordinator***Required In-House Training***

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program
- First Aid/CPR/Safety training

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.