



## Greater Toledo Inline Hockey League

<b>Job Title:</b>	Rink Manager	<b>Job Category:</b>	Operations
<b>Location:</b>	Toledo, Ohio	<b>Travel Required:</b>	Ottawa Park Ice Rink
<b>Salary Range:</b>	\$15 Per Game	<b>Position Type:</b>	Contractor
<b>HR Contact:</b>	Amanda Poskonka	<b>Date posted:</b>	March 31 <sup>st</sup> , 2017
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 1 <sup>st</sup> , 2017
<b>External posting URL:</b>	www.GTIHL.com		
<b>Applications Accepted By:</b>			
<b>E-mail (Preferred):</b> <a href="mailto:Board@GTIHL.com">Board@GTIHL.com</a> <b>Subject Line:</b> Rink Manager Application <b>Attention:</b> GTIHL Board Members		<b>Mail:</b> GTIHL Board Members P.O. Box 519 Sylvania, Ohio 43560	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>The Rink Manager reports to the Executive Board of the Greater Toledo Inline Hockey League. This is a paid seasonal position. This contracted position is primarily an outdoor position requiring excellent customer service, organizational and managerial skills.</p> <p>The Rink Manager may be required to work unusual hours, such as days, weekends, evenings and holidays. They must have the ability to make responsible decisions in all areas. An integral part of the Rink Manager's responsibility is keeping all activities on schedule. Cleanliness, safety and overall appearance of the entire rink area and the appropriate training of service personnel are equally important to this position. The principal goal of the Rink Manager is to carry out the day-to-day operations at the hockey rink. Good customer service skills and the ability to train staff in this area are critical to success in this job.</p> <p>This position is considered contracted and is temporary due to its seasonal nature.</p> <p><b>Physical Demands/Work Environment</b></p> <p>Requires frequent climbing, reaching, bending, pulling, and occasional lifting of up to fifty pounds. Much of the work is done on a slippery surface. Occasional work in varying environments including warm/cold temperatures.</p> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent required</li> <li>• Must be able to work flexible hours, weekends and holidays</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Computer Skills; Proficiency in Microsoft Office</li> <li>• Excellent written and verbal communication skills</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	