

Position Announcement
Cambria County War Memorial Arena
Johnstown, PA



JOB POSTING 2-1-17
at the Cambria County War Memorial Arena
Open to All Current Employees

POSITION: Recreation Arena Manager at North Central Recreation Center
REPORTS TO: General Manager
DEPARTMENT: NCRC - Operations
FLSA STATUS: Salaried, Exempt

Summary

Under the direct supervision of the General Manager this position is responsible for the daily activities required to run, maintain, and service the facility and/or the events by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities

Include the following. Other duties and responsibilities may be assigned.

- Supervises staff and oversees all aspects of facility operations and events.
- Coordinates activities with the various service contractors for assigned duties/meetings and/or events.
- Attends appropriate planning, organization and other event and facility meetings in support of facility operations.
- Have working knowledge of ice plant operations and develop weekly ice maintenance on a scheduled basis.
- Provides clear, concise, and timely communication of detailed requirements to operational employees.
- Handle daily and weekly reporting along with following proper money handling procedures.
- Maintains safe working environment and handles facility OSHA Safety Compliance.
- Works in coordination of F&B Manager for concessions at the facility during events.
- Assists in scheduling operational set-ups to provide equipment or service needs.
- Supervises and assists when needed the installation ice surfaces, subfloors, etc.
- Monitors and supervises facility set-up and assists when needed.
- Creates ice schedules and work schedules for facility and staff.
- Controls expenses with respect to fiscal budget for facility.
- Implement new programming and maximize ice usage.
- Assists in training staff to use equipment of the facility.
- Assist GM and AGM with special projects, as assigned.
- Serves as Manager on Duty as required.

Education and Experience

- Some college or post-secondary/vocational education favorably considered.
- Prior conversion and/or event experience in an arena, convention center or other similar public assembly facility preferred.

Knowledge, Skills and Abilities

- Ability to work in a multi-tasking environment with minimal supervision.
- Ability to work well under pressure.
- Ability to work well in a team environment, alone, or with or without direct supervision.
- Good verbal communication skills.
- Must possess the ability to follow written and or verbal instruction.
- Ability to operate scrubbers, forklifts, Olympia and or Zamboni vehicles.

Physical Requirements

- Must be physically able to bend, stoop, walk up stairs and work from lifts, ladders for extended periods of time as needed.
- Standing and walking for extended periods of time.
- Moderate to extreme exposure to noise during events.
- Daily lifting up to 50 lbs. multiple times a day.
- Eye-hand-foot coordination.
- Hearing sufficient to clearly hear voices, alarms, bells and horns.

Certificates, Licenses and Registrations

- Must possess any licenses, certificates or training required by local, state or national authorities for the operation of the equipment found in the facility.

Computer Skills

- Minimal proficiency computer skills including the ability to operate standard office equipment such as computers, fax machines, phone, etc.
- Experience working with Microsoft Office Suite, including Excel Spreadsheets.

Other Requirements

- Shifts vary – Required to work any shift needed (as scheduled).
- Ability to work irregular hours, including nights, weekends, and holidays.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Karen Gregorchik
Cambria County War Memorial Arena
326 Napoleon Street
Johnstown, PA 15901
Email: smghr.cambriawarmemorial@gmail.com
Fax: 814-536-3670

Applicants that need reasonable accommodations to complete the application process may contact- 814-536-5156.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.