

Hippodrome Ice Arena Manager

Dept/Div: Community Services and Recreation/Adult Programs and Facilities

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work managing the operation of the Hippodrome Ice Arena; administering program budgets, leading staffing efforts and coordinating the scheduling of the site, and related work as apparent or assigned. Continuous supervision is exercised over Hippodrome supervisory staff and volunteers. Work is performed under the general direction of the Director of Community Education and Recreation.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages operations and staff for the Hippodrome Ice Arena and follows district facility use processes.

Develops Hippodrome Staff schedules, monitors hours, and approves time sheets and time off requests.

Provides recruiting, selection, onboarding, evaluation and general training to staff working in the ice arena; trains staff on correct and safe operation of equipment; promotes and manages facility events; provides centralized purchasing of supplies and equipment; supports the planning and operation of building construction and improvements.

Oversees and develops training for ice arena operations including Zamboni use, HVAC and air handling systems and all other HVAC systems.

Prepares and monitors budgets related to the Hippodrome Ice Arena.

Coordinates ice arena scheduling for district use and community reservations and events.

Coordinates recreation ice arena usage for school district use and local athletic associations.

Creates maintenance plans and practices and coordinates with Buildings and Operations in planning, developing and improving facilities within district capabilities.

Coordinates community outreach efforts; maintaining effective working agreements with service providers relevant to the program.

Coordinates special events related to the Hippodrome Ice Arena for Community Education & Recreation.

Manages the purchasing of equipment and safety supplies for program and facility needs and maintains inventory needs.

Creates and maintains various files, records and reports for local and state annual report requirements.

Provides direct in-attendance or on-call whenever programs or services are running, regularly includes nights and weekends.

All other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of school facility planning, architecture and development procedures, practices and strategies; comprehensive knowledge of adult programming practices and strategies; comprehensive knowledge of the policies, procedures, methods and techniques used for assessing programming needs of people in the community through knowledge of public information and public relations techniques and procedures; comprehensive knowledge of federal and state mandates and local procedures and regulations relating to facility operations and adult programs; comprehensive knowledge and skill applying principals, methods and operation of indoor and outdoor ice arena operations and maintenance; thorough knowledge of school board policies, procedures and philosophy regarding school boundaries; thorough skill using recreation scheduling software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to train and guide others in

Hippodrome Ice Arena Manager

the safe operation of snow removal and ice maintenance equipment; ability to work with and through other school personnel, parents and community agencies; ability to establish and maintain effective relationships with staff, administrators, community agencies, clients and the general public; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with colleagues, adult clients, staff, associates, similar professionals, vendors, community members, community agencies and the general public.

Education and Experience

Bachelor's degree and considerable experience programming, scheduling, budget management, arena and facilities management, ice rink maintenance, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, sitting, speaking or hearing, climbing or balancing, pushing or pulling and lifting and occasionally requires stooping, kneeling, crouching or crawling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 10/27/2025