

**Arena Director Position  
Klamath Ice Sports - Bill Collier Community Ice Arena  
Klamath Falls, Oregon**

**Posting Opens July 13, 2018 and Closes August 15, 2018**

**Position Title**

Arena Director

**Position Type**

Full-time, year-round, salaried

**Salary Range**

\$50,000 to \$65,000 - commensurate with experience

**Benefits**

Medical and vision coverage for one individual plus two weeks of paid vacation and a bi-yearly stipend for continuing education.

**Start Date**

September 24, 2018

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**Position Description**

The Director is responsible for the management and operation of a high-quality, efficient and welcoming facility, with a focus on ice quality, excellent customer service and long-term financial sustainability. The Director will provide leadership and day-to-day management that fosters staff, program and infrastructure development and sustainability.

The Director is responsible for developing and overseeing a highly-trained, customer-oriented staff as well as curling, hockey and figure skating programs, with a focus on financially sustainable growth. The Director is also responsible for developing and managing programs and partnerships that serve the community, developing and seeking funding for capital improvements and overall budget management. The Director will report to the Klamath Ice Sports Board of Directors and will serve as the liaison between the Board and staff.

The majority of the Director's hours will be logged between mid-September and mid-April. This seven month period begins with pre-season marketing and start-up, and features an 18 to 20 week-long season with daily sessions (including holidays) along with post-season wrap-up and planning for the following season.

In the off-season (mid-April to mid-September), the Director will work collaboratively with the Running Y Ranch Resort to create, promote and manage dry floor activities.

## **Position Qualifications**

Candidates must possess a bachelor's degree in business, recreation management, accounting (or a related field) and must have a minimum of three years of experience in operations and/or management of ice arenas.

Candidates who do not possess a bachelor's degree but have five or more years of experience in ice arena operations and/or management may also be considered.

Candidates must have a strong work ethic, approach challenges with a problem-solving and collaborative perspective, and have a vision that aligns with the arena's mission to promote participation in ice sports to youth and families at a reasonable cost.

Candidates must demonstrate excellent writing and interpersonal skills, have experience in management, staffing, budgeting and working with local partners as well as local, regional and/or national skating associations. Candidates must also possess an understanding of ice arena operations and funding models.

During the skating season, candidates must be available during weekends and evenings, in addition to regular business hours, in order to provide supervision and operational support. Prior grant writing and ice arena equipment servicing experience is preferred. Certification in Ice Arena Management, Operations or Programming issued by iAIM, STAR or ORFA is also preferred.

Candidates must pass a drug screening and background check.

## **Required Certifications**

Valid driver's license, Oregon Food Handler's Certification, and CPR/AED/First Aid Certification.

## **How to Apply**

Send a resume, cover letter, and list of references to [funontheice@klamathicesports.org](mailto:funontheice@klamathicesports.org)

## **About the Bill Collier Community Ice Arena**

### **History**

The tradition of ice skating out-of-doors in the Klamath Basin began in the early 1900s when the city created a community ice rink near Moore Park along the south shore of Upper Klamath Lake. This natural sheet of ice was a popular winter recreation site. However, in the 1970s, due to changing climate and city budget constraints, the rink was forced to close. In the 1990's, Bill Collier, a local retiree and former hockey player, began to personally renovate the historic site. He spent cold winter nights and early mornings spraying the dirt patch with water from a fire hose to create the sheet of ice.

The Basin's constantly changing weather made it almost impossible to maintain a consistent sheet of ice there and it soon became evident that a refrigerated, covered ice rink was needed. Bill's dedication and commitment inspired other volunteers to help with the project and, in 1999, Klamath Ice Sports Inc. (KIS), a grass roots, non-for-profit organization, was formed and began raising funds and generating widespread enthusiasm for a new ice skating facility.

Located just inside the entrance to the Running Y Ranch Resort, off Highway 140 West, seven miles from downtown Klamath Falls, the Bill Collier Community Ice Arena (BCCIA) opened in January of 2002. Klamath Ice Sports leases the land from the Running Y under the terms of a 50-year agreement. The arena has a 200' x 85' refrigerated ice sheet and is protected from the weather by a tensile fabric, pavilion-style roof that provides a panoramic view of the surrounding countryside, continuing the long tradition of outdoor skating in the Klamath Basin.

During its five month long season, the ice arena offers a wide variety of ice skating opportunities to both residents of and visitors to the Klamath Basin. Klamath Ice Sports depends upon both individual and corporate contributions to support its programs, its endowment fund, and the athletic scholarships that are made available to young skaters.

### **Mission Statement**

Klamath Ice Sports will develop and provide wholesome wintertime activities and attractive facilities for ice sports in the Klamath Basin, promoting participation by youth and families at a reasonable cost, in a beautiful year round multi-use pavilion setting.

### **Board of Directors**

Klamath Ice Sports is the 501(c) (3) charitable not-for-profit corporation that owns and operates the BCCIA. It is led by a volunteer Board of Directors consisting of five to eleven members. The selection of board members is by invitation only and board terms are three years in length. The board generally meets monthly from April through October and then as needed during the skating season from November through March.

### **About Klamath Falls**

“Meet Me in Klamath” is the current slogan of Klamath County tourism, and the agency’s description of the region sums it up quite nicely:

*“Let’s face it: the change you’ve been waiting for is right here in Klamath! 300 days of sunshine, access to some of the best golf, fishing, hiking, cycling and countless other outdoor adventures within minutes of downtown Klamath Falls. And Klamath boasts some of the friendliest folks on the West Coast--you’ll find a community that really takes care of its local businesses and each other.”*

For more information: <https://www.discoverklamath.com>

### **Geography and Weather:**

Klamath Falls, also known as “The City of Sunshine”, is a high-desert community of approximately 45,000 residents located in southern Oregon on the eastern side of the Cascade Mountains. Klamath Falls is an ideal location for skiing, hiking, hunting, fishing, and watersports.

The city is centrally located to many of Oregon’s top destinations: 59 miles south of Crater Lake National Park, 70 miles east of Ashland and the Oregon Shakespeare Festival, 135 miles south of Bend and the home of Mt. Bachelor, 240 miles south of the Willamette Valley (wine country), and 300 miles south of Portland.

For more information: [https://en.wikipedia.org/wiki/Klamath\\_Falls,\\_Oregon\\_\\_](https://en.wikipedia.org/wiki/Klamath_Falls,_Oregon__)