

**Program Manager
Friends of Fort Dupont Ice Arena, Washington, DC**

Friends of Fort Dupont Ice Arena, Inc. (FDIA) is the nonprofit organization formed to manage and revitalize the Fort Dupont Ice Arena in southeast Washington, DC. The Arena is the only public indoor ice rink in the city of Washington. Fort DuPont Ice Arena has been named as an America's Promise "Safe Place" - a safe place for young people with structured activities during non-school hours. This designation was awarded to the Arena in December of 2001 by America's Promise, the Alliance for Youth organization founded by General Colin L. Powell. It serves as an anchor in its community and as a place of refuge for children in need by providing skating instruction and classroom activities free of charge, or at highly affordable rates.

The FDIA is currently hiring for a full-time Program Manager. Responsibilities include:

- Enhance, re-develop, supervise, and conduct on-ice and off-ice activities, including educational curriculum.
- Create, supervise, and conduct tasks related to successful presentations of programs, including presentations to area schools.
- Recruit and manage volunteer coaches and interns for Kids On Ice (KOI), Learn To Skate, Schools Skate for Fitness, and other programs of the FDIA.
- Ensure that ice skating coaches are trained, evaluated, and registered with USFS Basic Skills.
- Work closely with staff to develop, and maintain positive relationships with potential FDIA partners, USFSA, schools, students, etc.
- Create, and maintain complete written and electronic files on programs and participants, while protecting anonymity and privacy of minors.
- Responsible for proper testing of program participants following USFSA guidelines
- Foster a safe and supportive learning atmosphere for all participants, and a positive work environment for staff and volunteers.
- Coordinate, cooperate, and communicate with staff, volunteers, and participants to deliver a consistently excellent experience for participants.
- Promote positive character development of participants by discussing importance of education, teamwork, effort, respect, and related values, and by creating and implementing an honor code.
- Prepare and implement budgets and schedule programs while working closely with the General Manager and Executive Director
- Work closely with General Manager to schedule use of rink and classroom.
- Work with other staff members to compile information for grant reports.
- Assist with newsletter development and dissemination.
- Plan, Manage and help to create special events.
- Update websites and social media initiatives while working closely with the Development Coordinator and Executive Director.
- Respond to general information requests.
- Conduct tours of facility as requested.
- Coordinate and manage the inventory of skating equipment and supplies for KOI programs.
- Perform other duties as assigned.

Qualifications:

- At least two years program development and execution, preference for experience in athletics/social services/education/community based organization serving youth.
- PSA and USFSA Membership with a strong knowledge of all aspects of ice skating.
- Knowledge of current trends in childhood education.
- A bachelor's degree preferred.
- Proficiency of Microsoft Office suite.
- Passion and commitment to mission
- Excellent written and oral communication skills, superior interpersonal, organizational, and administrative skills.
- Self-motivated and ability to take initiative, manage, and complete multiple projects within deadlines.
- Ability to manage, in a collegial manner, many projects and contacts simultaneously.
- Ability and willingness to take the initiative while fully cooperating with the leadership of the organization.
- Must be able to communicate clearly over the telephone and in person.
- Ability to walk for extended periods, easily navigates stairs, and lift up to 60 pounds. Standing, skating, or walking for long periods of time may be required. Excellent stamina under extreme stress and physical exertion are absolutely required.
- Must have reliable transportation.
- Some evening and weekend work is required. Must be able to participate in holiday related fundraising events and activities.
- Must obtain school/child abuse clearances.

Salary:

Commensurate with experience

To apply, please send your resume and salary requirements to Christin Blyumin at Polakce@gmail.com