Manager on Duty / Closing Manager

Employment Type: Part-Time

Position Summary:

This Team Member position supports the daily operation of Sahlen's Sports Park & Flash Fields and helps maintain a safe, clean, organized, and welcoming environment for athletes, teams, guests, and staff. This position assists with facility operations, staff oversight, customer service, field preparation, rentals, leagues, programs, and general facility upkeep.

Key Responsibilities:

- Perform opening and closing duties and oversee facility operations during assigned shifts.
- Provide direction and support to staff, ensuring assigned responsibilities are completed efficiently.
- Ensure rentals, leagues, programs, and events operate on schedule and address issues as they arise.
- Assist with field setup, preparation, breakdown, and other event or program needs.
- Provide excellent customer service and respond professionally to questions, concerns, and conflicts.
- Maintain knowledge of SSP's programs, leagues, rentals, and events to effectively assist customers.
- Ensure fields, common areas, the snack bar, and other facility spaces remain clean, organized, safe, and presentable. Identify and address operational, safety, or cleanliness concerns as needed.
- Complete assigned cleaning and facility upkeep responsibilities throughout the shift.
- Complete additional duties and assignments from Sahlen Sports Park Management as needed to support facility operations.

Skills & Qualifications

- Strong verbal communication, customer service and interpersonal skills.
- Ability to organize, prioritize, and manage multiple responsibilities in a fast-paced environment.
- Ability to handle and resolve conflicts professionally.
- Dependable, self-motivated, and willing to take initiative.
- Ability to work independently while also contributing to a team environment.
- Interest in and knowledge of sports programming, leagues, and events preferred.
- Point-of-sale (POS) and cash-handling experience preferred.

Schedule Requirements

- Must be available to work evenings, weekends, and holidays as scheduled.
- Must be available to open or close the facility when assigned.
- Schedule may vary based on rentals, leagues, tournaments, programs, and special events.

Physical Requirements

This position requires an active presence throughout the facility and may involve prolonged periods of sitting, standing, and walking, as well as bending, lifting, carrying, pushing, and pulling.

If interested, email your resume to General Manager, Tim Yates at tim.y@sahlensportspark.com