

**TOWNSHIP OF WEST LINCOLN**  
**Part Time/Casual Positions**  
**Facility Operator, Skate Patrol Attendant, Facility Attendant, Customer Service Attendant, Recreation Team Leader & Recreation Staff**

Applications are being accepted for the above noted positions which work no more than 24 hours/week including weekdays, evenings and weekends. Detailed job descriptions are available on the Township's web site ([www.westlincoln.ca](http://www.westlincoln.ca) under Career Opportunities). The hourly rates noted below are effective September 1, 2021.

**Facility Operator Requirements:**

Management and operation of the West Lincoln Community Centre & Arena including maintenance, general cleaning and ice resurfacing

- Grade 12 or equivalent
- Must have a valid Standard First Aid/CPR/AED – Level C certificate
- ORFA Basic Refrigeration and previous arena experience is considered an asset
- Must be 18 years of age or older
- \$18.28/hour

**Skate Patrol Attendant Requirements:**

Perform skate patrol duties including supervising ice surface, ticket sales and general maintenance as required.

- Must be able to skate and have skates
- A valid Standard First Aid/CPR/AED – Level C certificate is considered an asset
- Must be 16 years of age or older
- \$14.82/hour

**Facility Attendant Requirements:**

Monitor and maintain the Recreation facility including general maintenance, cleaning and setting up for special events.

- A valid Standard First Aid/CPR/AED – Level C certificate is considered an asset
- Must be 16 years of age or older
- \$14.82/hour

**Customer Service Attendant Requirements:**

Facility customer service duties including greeting, screening, providing information, and accepting payments.

- A valid Standard First Aid/CPR/AED – Level C certificate is considered an asset
- Must be 18 years of age or older
- \$14.82/hour

**Recreation Team Leader Requirements:**

Supervise Recreation Services' programs including accepting payments, facilitating safe participation and addressing difficult patrons.

- Must have a valid Standard First Aid/CPR/AED – Level C certificate
- Must be 18 years of age or older
- \$18.28/hour

**Recreation Staff Requirements:**

Assisting Recreation Team Leader with facilitating programs including program equipment set up and facilitating safe participation.

- Must have a valid Standard First Aid/CPR/AED – Level C certificate
- Must be 16 years of age or older
- \$14.82/hour

Because of the responsibilities involved with the above noted positions, applicants may require a Vulnerable Sector Police Clearance Certificate. New hires must comply with the Township's COVID-19 Vaccination Policy, Face Covering Policy, and wear required PPE.

Resume and cover letter submissions (PDF or Word format only) can be forwarded **as soon as possible** to:

**Joanne Scime, Clerk**

Township of West Lincoln

318 Canborough Street, P.O. Box 400, Smithville, Ontario L0R 2A0

Fax: 905-957-3219 OR Email: [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) (subject line: Note position(s) applying for)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.