

JOB DESCRIPTION

POSITION TITLE: Facility Attendant – Part-Time/Seasonal

PURPOSE OF POSITION:

To assist the Supervisor of Recreation, Parks & Facilities or designate in providing parks and recreation services to the community. Job functions included recreation program and event supervision, clean up, set up, take down and maintenance services as a part of the recreation team.

MAJOR RESPONSIBILITIES:

- To assist with the operation of the West Lincoln Recreation Services & the Arena including skate patrol, ticket sales and other event functions as assigned by the Facility Operator on duty.
- Skate Patrol: supervising ice surface; enforcing rules and regulations; providing minor first aid; effectively patrolling public skating with an emphasis on the safety of the patrons while promoting leisure.
- Ticket Sales: collecting fees, distribute tickets, recording//balancing revenue sheet and greeting guests.
- Events Staff: assist with set up and take down for community events i.e. Community Concerts, Canada Day, Family Day and Movie Nights in the Park.
- To assist with custodial duties and maintenance tasks as assigned.

QUALIFICATIONS:

- Because of the responsibilities of this position, applicants must be 16 years of age or older
- Able to work independently or in a group
- Must demonstrate good communication and public relations skills
- Excellent ice skating skills to provide supervision of public skating activities
- Ability to work with minimal supervision
- Possession of a valid Standard First Aid/CPR certification card is an asset

Because of the environment this position will be working in, the successful candidate will be required to furnish a Police Information Search (criminal reference check) (to be completed by your local police department) prior to commencement of employment.