

## MANOR PARK COMMUNITY COUNCIL

### **JOB DESCRIPTION: Rink Attendant**

**Position designation:** Temporary, Non-managerial, part-time.

**Hours:** up to 30 hours per week, weather permitting

Scheduled shifts include:

Monday to Friday, 8:00 – 10:00 am and 2:30 – 8:00 pm including ½ hr meal time (unpaid)

AND/OR Monday to Friday, 5:00 – 8:00 pm

AND/OR Saturday to Sunday noon – 4:00pm

Occasionally: As otherwise scheduled

Mid-December to end-February, weather permitting

**Reports to:** Sports Supervisor

#### **Overview:**

The Manor Park Community Council (MPCC) is a not-for-profit organization providing licensed child care and recreational programming to the greater community. The MPCC is comprised of a Board of Directors, paid employees, and volunteers. Key programs include: 'Before- and After-School in Manor Park', Manor Park Playschool, summer day camps, sports as well as a variety of sessional art activities. In addition, the MPCC sponsors free special events for the community. These include: Rock the Block and Skating Party.

The Manor Park Community Council (MPCC) operates three outdoor skating surfaces: high-boarded, night-lit hockey rink, pleasure skating oval and pleasure skating puddle. Manor Park outdoor rinks have a reputation for their ice quality and high volume of skaters. Many programs, including recreational hockey and the community Skating Party take place on the rinks. To maintain this level of excellence the rink relies on paid Rink Attendants.

The Rink Attendant is responsible for the skaters, building and equipment under supervision, and for building and maintaining the quality of the ice surfaces. Success is measured by the preparedness of the ice, volume of users and support provided to volunteers.

#### **Essential Job Functions:**

The responsibilities of this position include, but are not limited to the following:

##### Ice Maintenance

- Laying base ice;
- Clearing of ice surfaces daily or as required throughout the shift;
- Flooding the ice surfaces a minimum of four times weekly, weather permitting, and
- Coordinating work done by volunteers, if any.

##### Safety of Skaters

- Supervising activities on the ice and in the community centre;
- Enforcing the City of Ottawa and MPCC Rules and Regulations, and
- Understanding and implementing emergency procedures when needed.

##### Buildings and Equipment

- Inspecting of all equipment at beginning, during and end of season;
- Recommending equipment repair or replacement to the Sports Supervisor at beginning and end of season;
- Inspecting of ice surfaces, boards, building and equipment, daily;
- Notifying City of Ottawa and Sports Supervisor of needed repairs;
- Clearing all entrance doors of ice and snow;

- Caring for rink equipment (eg. hockey nets, shovels, snow blower, hoses), and
- Ensuring the change room and washrooms are neat.

#### Administrative Functions

- Completing all paperwork required (eg. timesheet, hourly skater count, daily inspection), and
- Posting for public notice (ie rink rules, hours of operations, closures) as required.

#### Other

- Assisting with special events, hockey, pleasure skating, or lessons;
- Assisting with set-up and take-down of daily activities and special events;
- Attending training / information sessions as required;
- Following MPCC Policies and Procedures;
- Understanding manuals and documentation associated with employment, and
- Other duties as assigned.

#### **Requirements:**

- Standard First Aid and CPR Level 'C' from a recognized agency;
- Police Record Check, Level 3: Vulnerable Sector;
- Ability to communicate effectively in English;
- Ability to skate;
- Knowledge of hockey;
- Ability to operate necessary equipment such as snowblowers;
- Experience working with youth;
- Experience working cooperatively as part of a team;
- Ability to lift heavy weight, and
- Ability to work long hours outdoors.

**Adopted:** December 15, 2004

**Date Prepared:** 2004/11/30

**Revised:** December 18, 2012

**Revised:** October 28 2016

October 1 2018