

## 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 (flexible hours) and 3:00 – 6:00 pm

AND/OR Saturday to Sunday noon – 3:00pm

Occasionally: As otherwise scheduled

Mid-December to end-February, weather permitting

**Reports to:** Program Director

#### **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 recreational programs include: Manor Park Playschool, summer day camps, sports as well as a variety of seasonal 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, the community Skating Party and Hockey Day in Ottawa 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
- Coordination of work done by volunteers, if any.

##### Safety of Skaters

- Supervision of 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

- Inspection of all equipment at beginning, during and end of season;
- Recommendations for equipment repair or replacements to be forwarded to Community Program Director at beginning and end of season;
- Daily inspection of ice surfaces, boards, building and equipment;
- Notification of City of Ottawa and MPCC Program Director of necessary repairs;
- Clearing all entrance doors of ice and snow;
- Care of 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, both inside and outside the field house: a) Hours of Operation, b) Rink Schedule and c) Emergency Contact List, or otherwise required.

#### Other

- Assisting the Program Director with the programming of special events, hockey, skating lessons and pleasure skating;
- 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;
- Valid 'Police Check';
- 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:** November 3, 2017