



JOB DESCRIPTION

TITLE: RECREATION ASSISTANT II - ARENAS

DEPARTMENT: Recreation and Culture

LEVEL: Schedule "C"

Updated: Aug 2016

JOB SUMMARY

Under the supervision of senior recreation staff, the incumbent performs a variety of tasks involved with the operation of the Arena Skate Shop and assists staff with organizing a variety of ice/dry recreational activities and special events including preparing equipment, materials and supplies for public skating sessions, and assisting with the general public.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists Recreation staff with organizing a variety of arena recreation activities and special events by ensuring that safe skating practices and general safety standards are maintained by participants. This includes inspecting boards and ice surfaces to ensure safe skating conditions for patrons.
2. Assists the general public by maintaining crowd control during events; answers enquiries from participants and general public. Assists with first aid in emergency situations; and performs related tasks as required.
3. Prepares equipment, materials and supplies for public skating sessions by setting up, taking down and storing equipment, materials and supplies for the program. Controls skate stock and inventory by marking skates and recommends skate requirements.
4. Serves patrons at the Skate Shop by distributing and collecting rental skates.
5. Assists with the changing of promotional signs; cleans Skate Shop and surrounding area.
6. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Excellent skating ability.

Ability to communicate with courtesy and tact in obtaining and/or handing out data or information.

Ability in communicating with the public in a friendly and effective manner.

Ability to organize and deal with operational requirements of the Skate Shop.

Ability to understand and effectively carry out oral or written instructions and complete reports.

Knowledge of skate repair, adjustment, and sharpening an asset.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 10 or equivalent.

Interest in recreation and/or community service as demonstrated by volunteer work, participation or previous employment.

Possession of valid Emergency or Standard First Aid and CPR “C” certificate from Red Cross or St. John Ambulance. Online certifications will not be accepted.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Adheres to City policies and objectives.