



## **JOB DESCRIPTION**

**TITLE:** RECREATION ASSISTANT II - ARENAS

**DEPARTMENT:** Recreation & Culture

**LEVEL:** Schedule "C"

**Job Desc. Last Updated: Aug 2016**

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### **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, and 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 recommending skate requirements.
4. Serves patrons at the Skate Shop by distributing and collecting rental skates.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

5. Assists with the changing of promotional signs, and cleaning 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 to communicate 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 & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

**GENERAL STANDARDS cont.**

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

Adheres to City policies and objectives.