



Arena and Recreation Facilities Part-Time Operator Job Description

Reporting Relationship:

Reports to the Arena Chief Operator

Purpose of Position:

To assist the Arena Chief Operator in the management and maintenance of the South River – Machar Arena and municipal recreation facilities.

Scope of the Position:

The position is a part-time Arena and Recreation Facilities Operator with irregular hours of work generally averaging 16 hours per week on a call-in basis.

To assist the Arena Chief Operator in the management and maintenance of the South River – Machar Arena and municipal recreation facilities as needed. In the absence of the Chief Operator to report to the Chief Operator's designate.

Working Condition:

- Exposure to extremes of summer and winter is a regular part of this position.
- The position demands a large degree of flexibility regarding working hours (ie evening wedding receptions/dances in the community center, being on call for large events such as hockey tournaments, Canada Day, Fall Fair)
- There is some physical risk associated with this position (ie ice plant work, operation under high voltage and/or with high pressure ammonia gas).

Responsibilities:

Management:

a) Facilities Management:

In conjunction with (and in the absence of the Chief Operator):

- i) ensures that a high standard of safety, cleanliness and technical operation is maintained in the arena and municipal recreation facilities
- ii) assists in arranging the schedules for ice time and hall rentals
- iii) supervises activities being held in the facilities
- iv) collects and records rental fees
- v) performs mechanical and technical repairs to equipment and facilities when necessary
- vi) assists in ensuring that supplies are adequately stocked
- vii) other duties as assigned by the Chief Operator



Working Relationship With:

The Arena Chief Operator

- i) follows the direction and suggestions provided by the Chief Operator
- ii) provides competent “back-up” skills to complement the services provided by the Chief Operator

The Arena Board

- i) extends usual co-operation and courtesy

With Community Organizations and the Public

- i) co-operates with community organizations
- ii) promotes recreation generally and the use of facilities in particular
- iii) informs the public about facilities

Municipal Staff:

- i) Extends and practices the usual cooperation and courtesy

Sales People and Trades People:

- i) Explains requirements for equipment, material and supplies, when required
- ii) Supervises repair and maintenance work

The Councils

- i) Provides periodic oral and/or written activity reports and provides information on Arena/Recreation activities, as well as providing policy advice when requested to do so

Knowledge and Skills:

- Good organizational, management, leadership and training skills
- Good knowledge of recreation services
- Ability to market the various recreational services
- Good technical skills and knowledge of basic safety principles and practices
- Good public relations skills
- Good record of taking on additional responsibilities and of upgrading technical skills