



## **Skating Attendant – Casual Employee Parks and Recreation Department**

### Position Summary:

Under supervision of City staff, to monitor public skating sessions and collect revenue for public skating sessions.

### Qualifications:

- Pleasant and outgoing personality, to provide excellent Customer Service to our patrons
- First Aid would be an asset
- Skating ability

### Hours of Work:

- 3 mornings a week (7.5 hours per week) on a pre-arranged schedule
- Occasional week end shifts.

### Salary:

- Ontario minimum wage plus 4% vacation pay.

Applications will be accepted by the undersigned:

Ms. Arin Crinnion  
Human Resources Advisor  
City of Pembroke  
1 Pembroke St.E. Pembroke, ON K8A 3J5  
Fax: 613-735-3660  
[HR@pembroke.ca](mailto:HR@pembroke.ca)

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.



## **City of Pembroke Job Description**

Title: **Skating Attendant**

Department: **Parks and Recreation**

Reports to: **Parks and Recreation Staff**

### Knowledge, Skills, Abilities and Judgement:

- 1) Pleasant and outgoing personality, to provide excellent Customer Service to our patrons
- 2) First Aid would be an asset
- 3) Skating ability
- 4) Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility;
- 5) Maintain harmonious relationships;

### Duties:

- 6) Take payment from skaters
- 7) Ensure sound system is working
- 8) Watch over skaters, and ensure there is no activity which could cause an accident;
- 9) In case of accident, notify staff immediately
- 10) Engaging seniors, walkers and other facility users, ensuring that any comments they may have about the facility are noted, and that they are satisfied customers