

Employment Opportunity

POSITION:

Rink & Visitor Attendant (RVA)

Term - Multiple Positions Available (Casual shifts may also be available)

CLASSIFICATION & RATE: H4 – Rink Attendant Hourly \$18.95

START DATE/TERM: December 2024 to March 2025

BENEFITS: Meewasin offers a generous benefits package including life insurance and a matched pension.

OTHER: Full, part-time and casual positions available (weather permitting).

| Position | Days | Shift | Days | Shift | Hrs/Wk |
|----------|-------|-------|---------|-------|--------|
| RVA #1 | W-Sun | 9-5 | | | 37.5 |
| RVA #2 | W-Sun | 12-8 | | | 37.5 |
| RVA #3 | W-Sun | 5-8 | | | 15 |
| RVA #4 | W-F | 5-8 | Sat/Sun | 12-8 | 24 |

There may be other days as required. The schedule may also be subject to change. This is an SGEU in-scope position.

JOB DESCRIPTION: Attached.

TO APPLY:

Please provide the following information marked “Rink & Visitor Attendant” to the email below on or before October 31, 2024:

* cover letter and resume in one PDF document *
position applying for (RVA #1, #2, #3, #4 or casual)

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: October 31, 2024

Only those applicants who have been chosen for an interview will be contacted. For more information visit www.meewasin.com/careers

Rink & Visitor Attendant

Position: Rink & Visitor Attendant
Reports to: Construction & Facilities Supervisor
Date: October 2024

General Accountability

Reporting to the Construction & Facilities Supervisor, the Rink & Visitor Attendant is an integral role to Meewasin by providing front line, outstanding customer service, and facility operations at the Meewasin Skating Rink. This position will host and administer skating at the rink for groups, the community and the public. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

Specific Accountabilities

1. Customer Service

- Greet and interact with visitors in a professional and pleasant manner, provide site orientation
- Ensure visitors are aware of site regulations and provide general information about Meewasin facilities and special events
- Surveillance of visitors to ensure overall safety and abiding with Meewasin site rules, regulations, and hours of operation
- Assist in the organization and delivery of special events, as assigned

2. Labour, Maintenance & Administration

- Supervise the use of the rink by the public and special groups
- Maintain the rink building and premises, including regular cleaning and disinfecting, operation of wood stove and operating the fire pit when in use
- Maintain ice surface including the clearing of snow and flooding on a daily basis in accordance with weather conditions
- Oversee skate rentals; provide skate sharpening when needed
- Maintain records and statistics as required

3. Representation & Safety

- Represent Meewasin Valley and understand Meewasin's Mission & Principles
- Apply and abide by Occupational Health and Safety regulations and policies throughout daily work
- Provide access to emergency first aid to public if required

- Work effectively independently, and as a part of a team to achieve goals as directed by supervisors

Education and Experience

Experience in customer service is required. A diploma or degree in tourism, natural sciences, education, kinesiology, or related discipline is considered an asset. Students in these disciplines may also be considered.

Experience in ice surface creation and maintenance as well as basic machinery operation is an asset. This position is required to complete demanding, outdoor, physical work in inclement weather during the winter season. This position requires heavy lifting daily under 50 lbs and frequently over 50 lbs.

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

First Aid Training is required.

The incumbent must be available to work a flexible schedule, including weekends, early mornings and evenings as required.

Required Competencies

Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

Effective Communication

Demonstrates an ability to communicate effectively in a wide variety of situations; including face-to-face, over the phone and in writing.

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

Flexible and Adaptable

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Rink & Visitor Attendant include:

Focus on Safety

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.

Client Focus

Demonstrates a high level of service delivery to internal and external clients by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

Initiative

Demonstrates taking action without being prompted to do so by others; complete tasks by removing barriers and locating necessary resources.