

SKATE ATTENDANT

Recreation Services

DEFINITION

Under the general direction of an ice programmer, the Skate Attendant is responsible for facilitating recreational skating activities and ensuring the safety and enjoyment of participants in recreation skating. Attendants ensure that participants are acting in accordance to the facility rules and that the facility and equipment are in safe, working condition. Attendants may also participate in the activity and perform hosting duties.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Ensures skates are maintained in safe condition.
- Sets up equipment required for activity prior to the start of the program.
- Monitors the door to check if participants have paid for the activity.
- Maintains a safe and clean work environment.
- Initiates play and organizes activities during public skates.
- Administers simple first aid as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Knowledge of the rules for public skating and of procedures for maintenance for skate shop.
- Excellent skating skills.
- Ability to prevent accidents and injury and act professionally, calmly and effectively in the event of an accident or injury.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 10.
- One month experience in related activity.
- Emergency First-Aid and CPR C, as required.
- Satisfactory criminal record check.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.