



Arena Operations Supervisor (7-9 Month Seasonal Position) – Job Post

Arena Operations Supervisor (7-9 Month Seasonal Position)

Please submit resumes by April 30th, 2024 by 2 p.m.

The Town of Gore Bay prides itself as being a thriving full service community. It not only serves its 900 residents but is also a service hub providing amenities to the 3000 residents in Western Manitoulin. One of the amenities acting as a hub for bringing families together is the Arena.

If you are community minded and enjoy dealing with the public and making youth smile, this is the opportunity for you!

You will lead an arena assistant and group of dedicated volunteers. The Public Works Manager and team will be there to support you.

At Team Gore Bay we hire for attitude and train for skill. The job requires small mechanic and technical capabilities. We will provide and pay for training to run the arena operations.

If you want to make a difference and ignite the spirit of our communities, please consider applying for this position. Click <https://www.gorebay.ca/en/municipal-services-provincial-offences/employment-tenders-rfps> for a full job description.

Salary compensation is based on experience in a range between \$25.00/hr. to \$31.00/hr.

If you are interested, please submit your resume to:

Harry Schlange
Town Manager
Email. hschlange@gorebay.ca

The Town of Gore Bay is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town of Gore Bay if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.



JOB DESCRIPTION

POSITION TITLE

ARENA OPERATIONS SUPERVISOR

1. REPORTING RELATIONSHIP

REPORTS TO PUBLIC WORKS MANAGER

2. PURPOSE OF POSITION

- a) Manages daily operations of Gore Bay Arena.

3. SCOPE OF POSITION

- a) Responsible and accountable for the operation of the arena.

4. RESPONSIBILITIES

- a) Operate arena equipment ie. Zamboni, skate sharpener, conduct daily logs, circle checks, etc.;
- b) Respond to medical emergencies, therefore must have knowledge of First Aid;
- c) Maintain arena equipment ie. Zamboni, skate sharpener, shaving blade, ice edger, clock and plant;
- d) Responsible for the maintenance of the ice surface;
- e) Prepare arena and maintain schedule for the year;
- f) Responsible for arena revenue generated from ice rental, public skating, skate sharpening or any other activity under the direct responsibility of the Town;
- g) Responsible for submitting all revenues to municipal office;
- h) Responsible for cleaning and upkeep of all areas within the arena (lobby, washrooms, changerooms, upstairs bar area, etc.);
- i) Responsible for inventory and ordering of supplies;
- j) Responsible for startup with contractors of arena ie. Installation of ice surface and lines, ensuring power is turned on to plant and lights, cleaning;
- k) Responsible for shut down of arena with contractors ie. Removal of ice surface, turning off power, cleaning;
- l) Provide guidance, direction and scheduling of the arena assistant;
- m) Other duties as assigned.

5. WORKING CONDITIONS

- a) Work is subject to physical hazard, is subject to stress and interruptions on evenings and weekends. Exposure to public complaints. Peak periods ie. hockey tournaments.
- b) Normal hours of work : as per regular arena schedule plus additional hours for tournaments, carnivals, etc. to a maximum of forty-four hours per week;
- c) Overtime - "Time and a half overtime" or "double time" will be paid at each pay period and cannot be banked;
- d) Overtime only to occur under emergency situations or special circumstances as approved by the Public Works Manager.



6. WORKING RELATIONSHIPS

i) WITH PUBLIC WORKS MANAGER AND TOWN MANAGEER (AS REQUIRED)

- a) Discuss policy issues;
- b) Provide information on activities and operational changes;
- c) Provide input for policy decisions;
- d) Submit information and obtain approval for operational changes.

ii) WITH THE PUBLIC

- a) Provide information regarding activities and daily operations of the arena;
- b) Interact with public in a positive and friendly manner to maintain good public relations;
- c) Acts as an ambassador for the Town, provides a high level of customer service.

iii) WITH ROADS SUPERINTENDENT

- a) Report all maintenance and repairs required that are beyond personal capabilities.

7. KNOWLEDGE AND SKILL

- a) Thorough understanding of arena's daily operating schedule;
- b) Ability to operate arena equipment ie. skate sharpener, zamboni;
- c) Small mechanics and technical capability;
- d) Ability to respond quickly to public inquiries, complaints;
- d) Ability to respond to medical emergencies;
- e) Good communication and public relations skills.

8. IMPACT OF ERROR

- a) Errors in scheduling can result in loss of time and revenues and complaints from the public;
- b) Errors in proper maintenance of equipment can result in operational down time and reduced levels of customer service;
- c) Errors in proper maintenance of plant can result in:
 - operational downtime;
 - poor customer service;
 - injury or death resulting when level of toxins are reached.