



TOWNSHIP OF GUELPH/ERAMOSIA

DEPARTMENT: Property and Leisure Services
TITLE OF POSITION: Volunteer Outdoor Rink Team Leader

POSITION SUMMARY: To coordinate volunteer schedules/activities and work with your site-specific rink committee to provide a safe ice skating surface for the neighbourhood.

HOURS:

- Varies (depends on the weather)
- Approximately 3 – 6 hours per week (hours will increase if fewer volunteers are on your committee).

Reporting to: Manager of Property and Leisure Services

RESPONSIBILITIES:

- Coordination of committee rotational schedule.
- Main contact for your rink location: liaison with Manager of Property & Leisure Services.
- Reporting any rink related needs/issues to Manager of Property & Leisure Services.
- Completion of routine rink inspection forms and other forms as required.
- Completion of accident/incident form and submitted to Manager of Property & Leisure Services. If serious injury/property damage contact the Property & Services Department immediately at 856-9951.
- Care and minor maintenance of shovels and hose.
- Responsible for the rink shack key(s).
- Light snow removal.
- Flooding the ice.
- Clearing the ice.
- Keeping the rink shack clean.
- Follow and comply with the township policies and procedures.

QUALIFICATION RESPONSIBILITIES:

- Live within the neighbourhood that you volunteer for
- An adult volunteer (21 years plus)

BENEFITS:

- Providing a neighbourhood rink

- Connecting with people in your neighbourhood.

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9. JOB REQUIREMENTS:

- Good Organizational and Communication skills.
- Physically able to perform manual labour related to ice rink construction and maintenance
- A valid First Aid and CPR Certificate is an asset

Approved by:

By: _____
Clerk/CAO

On: _____

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