



Employment Opportunity
Public Skate Monitor, Community Services
Fall/Winter Season 2022/2023

The Town of Essex is currently accepting resumes for the position of Public Skate Monitor, Community Services. The Public Skate Monitor will provide all on and off ice supervision for public skating and holiday skating programs and collect admission fees.

Minimum Requirements:

- Must be at least 16 years of age by September 2020
- Current Standard First Aid/CPR with Automatic External Defibrillator Certification
- Ability to work in a team environment and independently as needed
- Strong interpersonal skills, flexibility to deal with diverse individuals and confidence to address conflict situations
- Must be available to work weekends, night shifts and holidays as required
- Good customer service skills
- Neat and tidy appearance

Special Requirements:

- Work clothing – clean, neat appearance
- Will be required to provide own ice skates and CSA approved helmet
- Once hired, as a condition of employment, Public Skate Monitors must provide at their own expense a satisfactory Vulnerable Sector Police Clearance

Interested and qualified candidates are invited to submit their applications in confidence no later than Monday, August 29, 2022.

Mail or In Person:

Manager, Human Resources
33 Talbot Street South
Essex, ON N8M 1A8

Email:

hr@essex.ca

Fax:

(519)776-8811

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



Fall/Winter Season 2022/2023

Position Title:	Public Skate Monitor
Department:	Community Services
Immediate Supervisor:	Manager, Parks and Facilities and Assistant Manager, Facilities and Harbour
Work Term:	September 2022 through March 2023
Wage:	\$15.00 per hour
Hours:	Must be available to work weekends, evenings, and holidays
Location:	Essex Centre Sports Complex; Harrow Colchester South Arena

Position Summary:

The Public Skate Monitor will provide all on and off ice supervision for public skating and holiday skating programs and collect admission fees.

Duties:

- To assist with guidance of public skaters and ensure their safe enjoyment of the activity while maintaining safety standards applicable to ice skating including:
 - ensuring all parties are wearing appropriate skating attire (i.e., skates, helmets, no shoes, boots)
 - ensuring the safety of the public by providing friendly reminders against any inappropriate behaviour such as racing, playing tag, chasing other skaters
 - ensuring that no hockey sticks, pucks, or balls are used on the ice during public skating
 - ensuring that no baby strollers are brought onto the ice
- Inform users when they are not following the rules and regulation (It is not the responsibility for the Skate Monitor to enforce the rules and regulations).
- Report any infractions of the rules and regulations to a senior staff person in order for them to handle the situation
- Sharpen skates as requested by customers (Harrow Arena only)
- Collect any monetary fees owed from admission fees and skate sharpening and ensure proper handling of all monies collected as per Department policy
- Assist with ongoing supervision of the facility to ensure safe use
- Assist with ongoing daily maintenance as required throughout the facility
- Greet the public in a friendly manner
- Complete all required reports (accident/incident, facility logs, statistics, financial, etc.)
- Ensure information given to the public is accurate and complete
- Learn and uphold department operating policies and procedures as they relate to all recreation programs and good customer service
- Follow all applicable legislation as it applies to workplace health and safety
- Be on time and ready to start work at least five minutes before our shift begins
- Any other duties that may be assigned

Working Conditions:

- Occasional exposure to the elements, hazardous conditions, and materials

- Working in arena where temperature is cooler
- Frequent dealings with the general public
- Occasional exposure to unpleasant or irate people
- Interruptions due to operating problems and unavoidable changes in priorities and plans

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