



Job Description

Skate Patrol

Castlegar & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Recreation Programmer

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the direction of the Recreation Programmer, Skate Patrol supervise patrons, set up and put away equipment and distribute skate rentals during public skate times. Skate Patrol must be friendly, enjoy dealing with the public and work well in a dynamic, fast paced workplace. The position requires excellent personal and communication skills and the ability to work well both independently and in a group setting.

ROLE AND RESPONSIBILITIES:

As a member of the Recreation team, responsibilities include, but are not limited to:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis.
2. Role modeling of appropriate behavior and use of appropriate language at all times.
3. Adhere to work safe policies and guidelines.
4. Do a daily inspection of the emergency equipment to ensure all is in place and in good order prior to program start.
5. Provide first aid when needed.
6. Fill out all Incident or First Aid Reports and provide reports to direct supervisor as soon as possible.
7. Provide a fun, inclusive and non-competitive environment for patrons.
8. Build rapport and meaningful relationships with patrons during programs.
9. Communicate to the Recreation Programmer any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.
10. Setup and take-down of equipment each day.
11. Ensure all participants are registered and/or have paid drop-in fees.
12. Check wristbands if applicable.
13. Bring customer concerns, ideas and suggestions to the Recreation Programmer to improve overall

program services.

14. Attend staff meetings and in services as scheduled.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 16 years or older
- Ability to ice skate with confidence
- Strong verbal communication skills, including excellent customer service skills
- Demonstrated team work and leadership abilities
- Satisfactory Criminal Record

PREFERRED QUALIFICATIONS:

- Standard First Aid Certification

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date