

**JOB DESCRIPTION**  
**Youth Skate Patrol Attendant (Contract)**

**DEPARTMENT:** Community Services  
**PREPARED BY:** Manager, Human Resources and Occupational Health & Safety  
**DATE PREPARED:** July 30, 2021  
**HOURS OF WORK:** Possibly 4 Shifts up to 6 hours per week  
Seasonal October through December (subject to change)

**POSITION SUMMARY**

Reporting to the recreation coordinator, your role will endorse safety during public skating. This is a contract position with no benefits. In this role, you and your peers will keep a watchful eye on attendees to ensure compliance with regulations and policies regarding the arena. Any inappropriate behavior or unsafe conditions must be reported to arena staff.

**DUTIES AND FUNCTIONS**

- Provide high levels of customer service as the first contact to arena users and members of the public
- Observe safety practices and procedures observing and reporting work site hazards
- Participate as a team member ensuring high levels of service and safety in the arena
- Supervise arena users at public skate
- Bring out skate aids, issue skate and helmet rentals
- Maintains skating equipment in an orderly and efficient fashion
- Verifying user's vaccine passports

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to work in a cold environment
- Demonstrate Tact and Diplomacy and maintain a professional demeanor for the position
- Make effective decisions
- Maintain professional demeanor for the position
- Ability to wear proper personal protective gear
- Ability to skate is considered an asset
- May be required to perform additional duties as assigned by supervisor

**QUALIFICATIONS, EDUCATION AND TRAINING**

- Desire to obtain first aid training if over the age of 16.

To apply: email [recreation@smithers.ca](mailto:recreation@smithers.ca) or call (250) 847-1600

APPROVED BY:

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Dianna Plouffe  
Chief Administrative Officer