



EMPLOYMENT OPPORTUNITY

Community Services – Arena Attendant Assistant, Student, P-T Contract

The Township of Uxbridge is seeking up to 2 highly motivated and mature individuals to fill our Student Arena Attendant Assistant positions, responsible for assisting with the maintenance and operation of the Arena and Community Centre facility. Successful candidates will work weekend and evenings shifts and may be required to work holidays. Hours of work will vary depending on the facility schedule but will not exceed 24 hours per week. Students will be paid in accordance with Ontario Minimum Wage.

Duties and Responsibilities:

Working under the supervision of the Arena Lead Hand and Full-Time Arena Attendants, the Arena Attendant Assistant (Student) will be responsible for:

- Assist in cleaning, sanitizing, and monitoring dressing rooms, hallways, lobbies, and stands;
- Assist in pre and post flooding duties;
- Perform skate patrol during public skating times;
- Performing janitorial duties as required;
- Providing patrons with quality customer service; and
- Assisting Arena Attendants with other duties as assigned.

Skills and Qualifications:

- Minimum of fifteen (15) years of age;
- Currently enrolled in High School or a Post-Secondary Institution program;
- Knowledge of hockey and ability to skate is an asset;
- Ability to understand verbal and written instructions to perform all assigned duties;
- Demonstrate the ability to work both independently and as part of a team, take initiative and have good communication skills;
- Ability to deal courteously and effectively with the public and staff;
- Proven ability to work effectively in a fast-paced environment; and
- Available and willing to work flexible hours, including weekends, evenings, and holidays.

If you are interested in joining our team, please forward your resume and cover letter stating the position you are applying for to Hunter Gardner, Arena and Recreation Manager at hgardner@uxbridge.ca. Hard copies may be dropped in the secure drop-box located outside the Township of Uxbridge Municipal Offices (51 Toronto St S, Uxbridge, ON, L9P 1T1) in a sealed envelope, no later no later than **Friday, September 30, 2022, at 4:30 p.m.**

We thank all those who apply, however only those selected for an interview will be contacted,

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.