

**THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON**  
**RECREATION DEPARTMENT-JOB DESCRIPTION**

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<b><u>POSITION:</u></b>	Public Skating Supervisor
<b><u>DEPARTMENT:</u></b>	Leamington Recreation Department-Administration
<b><u>CLASSIFICATION:</u></b>	Part-time Casual Staff
<b><u>REPORTS TO:</u></b>	Recreation Facility Coordinator
<b><u>HOURS:</u></b>	Part-time not exceeding 24 hours per week (includes evenings & weekends) and as per the Leamington Kinsmen Recreation Complex Public Skating Schedule.
<b><u>SALARY:</u></b>	\$11.88 to \$13.06 per hour
<b><u>QUALIFICATIONS:</u></b>	<ul style="list-style-type: none"><li>• Strong communication skills</li><li>• First Aid and Level “B” C.P.R. required</li><li>• Education: Secondary School or University/College level</li><li>• Must be able to skate</li><li>• Past experience working in a fitness facility or personal training would be an asset.</li></ul>

**TASKS & RESPONSIBILITIES:**

1. Responsible for the supervision of the general public during scheduled Public Skating sessions for everyone’s safety and enjoyment.
2. Responsible for keeping all skaters off the ice until the Zamboni is off the ice and the doors are closed.
3. Responsible for the enforcement of the posted Public Skating Rules at all times such as:
  - Correct skating in a controlled manner in the same direction by all persons on the ice.
  - All persons on the ice must wear skates.
  - No horseplay, racing, tag games, skating backwards or figure skating on the ice.
  - No smoking, chewing gum, food and/or drinks on the ice.
  - No chairs, strollers or sleighs on the ice.
  - No carrying of children on the ice.
4. Responsible for setting up and monitoring the “Learn to Skate Area” at one end of the ice surface with pylons, and ensuring that only beginner skaters and their “helpers” are in that area.
5. Responsible for carrying a portable First Aid kit and administering First Aid in the event of an injury on the ice and filling appropriate Accident Reports.
6. Must be identifiable as the On-Ice-Supervisor by wearing the provided Referee’s jersey and carrying the provided whistle. A radio (walkie talkie) can also be picked up at the Reception Desk.
7. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
8. Other duties as assigned by the Recreation Facility Coordinator.

***\*Note:*** Will be required to submit a current Police Clearance Check prior to hire when requested by municipal staff.