

Paradise Recreation and Park District

**ICE RINK SUPERVISOR
PART-TIME POSITION**

Salary Range: \$18- 20 /hour (Depends on experience)

Filing Deadline: October 20, 2023

Ice Rink Season 11/6/2023- 1/10/2024

THE POSITION

Under the supervision of the Recreation Supervisor, Ice Rink Manager, the Ice Rink Supervisor will assist in implementing all phases of the ice rink operation including safety, supervision of staff, record keeping, programming, public relations, and maintenance of the facility.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Assists the Ice Rink Manager and assumes duties as needed.
- Supervises ice rink operations and staff during assigned shifts.
- Assists Ice Rink Manager in the organization and execution of ice rink programming and special events.
- Helps decide when additional ice rink staff is needed.
- Responsible for the knowledge and ability to handle an emergency and instruct staff accordingly.
- Responsible for all rink attendants knowing rules and procedures.
- Maintains watch over patrons using the ice rink facility.
- Prevents accidents through the enforcement of rules, policies, and regulations.
- Warns people against dangerous practices regarding ice rink use.
- Responds to accidents and emergencies,
- Administers first aid when necessary.
- Serve as attendant or cashier, and direct other ice rink programs as needed.
- Oversees the collection of ice rink fees and handling of funds.
- Completes all records and reports as required.
- Responsible for knowing when maintenance is needed for facility.
- Communicates with maintenance staff when maintenance is needed.
- Assists in routine cleaning and maintenance facility.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Knowledge of CPR and first aid.
- Knowledge of policies, rules and regulations governing the conduct and safety of ice rink use.
- Knowledge of the methods and practices of ice rink maintenance.

Skills

- Skill in supervising and training ice rink staff.

Ability

- To make quick decisions in an emergency.
- Ability to coordinate the full operation of the ice rink.
- Supervise the conduct of ice rink staff and patrons.
- Follow written and oral instructions.

QUALIFICATIONS

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education/Experience

- Two years experience as a Recreation Leader or Ice Rink Attendant at an ice rink or other recreation program or facility.

LICENSE AND CERTIFICATION

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- Current certification in First Aid and CPR.
- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

PHYSICAL REQUIREMENTS

- Working positions will be standing, sitting and walking approximately 90% of the time.
- Occasionally climbing stairs, ladders and crawling.
- Some reaching overhead and stretching, and frequent kneeling and squatting.
- Frequent bending and occasional work on rough, uneven terrain.
- Frequent handling and dexterity.
- Lifting, pushing, pulling and carrying abilities under 100 pounds.
- Must be able to work for extended periods in direct sunlight.
- Must be able to work for extended periods in outdoor winter weather.

MEDICAL EXAMINATION AND FINGER PRINTING

- If required, individual must pass District pre-employment medical examination.
- Individuals must complete a livescan background check and meet legal requirements to work as a supervisor with discipline authority over minors.