

TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title: Rink Attendant

Department: Recreation & Children's Services Department

Report to Title: North Huron Recreation & Fitness Supervisor

Revised October 2025

Pay Range:	Band 2
Position Status:	Casual (September to June)
Pay Method:	Hourly
Normal Work week:	Casual, shifts will be up to 4 hours.
Hours up to 40 hours in a week:	Paid at straight time
Hours greater than 40.0 hours in a week:	Paid at time and half
Location:	Blyth Arena/North Huron Westcast Community
Complex	

A- Position Description

1. Scope of Position:

The Rink Attendant sells admissions to the public skating times, monitors the public skating activities, and ensure that safety related regulations are followed at Township arenas.

The Rink Attendant reports to the North Huron Recreation & Fitness Supervisor.

2. Key Responsibilities

- a) To provide supervision to patrons utilizing the arena for public skating
- b) To sell admissions to the public during public skating times
- c) To follow safe cash handling procedures
- d) To maintain a professional attitude when dealing with other staff members and the public
- e) To make sure safety procedures are followed at all times
- f) To inform the supervisor of any problems that may arise
- g) To attend meetings as needed held by the supervisor
- h) To inform the supervisor of supplies that are needed
- i) To submit pay sheets biweekly

3. Key Relationships

Internal

Weekly interactions with the Recreation & Fitness Supervisor

Daily interactions with Facility Operators

Interactions with the Facilities Lead Hand

External

Public: daily at the arena locations

Strong interpersonal skills and communication skills are essential to perform this position competently

4. Decision Making Authority and Judgement Used

This position provides support at the arenas for public skating. There is little authority for independent decision making. If a decision is required outside their authority, they will consult the Recreation & Fitness Supervisor and/or Facilities Operator.

Judgement is required:

- To deal with members of the public (children and parents)
-

5. Problems Solved

Most of the duties performed by the Rink Attendant are in accordance with established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures. The Rink Attendant is to inform the Facility Operator immediately when they encounter a problem.

The Rink Attendant is in contact with members of the public at each shift. They must use judgement to ensure the person is handled promptly and professionally. If problems are more than knowledge of job, then Rink Attendants are to direct all problems to the Facilities Operator and/or Recreation & Fitness Supervisor.

B- Position Specifications

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education

Minimum degree required:
Some Secondary School
Current First Aid and CPR

2. Work Experience

Minimum Years Required

Experience with working with the public (i.e. volunteer, part-time job etc.)	6 months
Experience in recreation	considered an asset

3. Other Key Skills

Knowledge of skating
Ability to perform simple math skills
Strong oral and written communication skills
Strong Interpersonal Skills
Strong time management skills and demonstrated ability to take initiative.
Strong organizational skills.
Ability to work independently and with a team.

C- Position Characteristics

1. Impact and Accountabilities

This is a support position so the impact on the organization is indirect. If the Rink Attendant is unable to show up to work, then it affects the public and other staff members. In such a case the public skating would need to be cancelled.
This position does not have a budget to follow but is required to handle cash during their shift.

2. Supervisory Responsibility

To ensure that the public is engaging in activity on the rink and in the facility are following all safety procedures to the best of their ability.

D- Working Conditions

1. Physical Effort and Environment

The Rink Attendant may have to work evenings or weekends when various programs, or events occur. The Rink Attendant is required to work indoors in an arena. Proper measures should be taken towards the temperature of the environment.

2. Mental Effort

The mental strain resulting from the work of the Rink Attendant is manageable.