Village of Haines Junction

Employment Opportunity

Casual Arena Attendant

The Village of Haines Junction is accepting employment applications for a Casual position of Arena Attendant. The position begins when a suitable candidate is found and will continue until 300 hours have been accrued.

Duties and Responsibilities

Under the direction of the Public Works Manager, the Arena Attendant will undertake the occasional day-to-day safe operation of the Bill Brewster Arena. Duties may include but are not limited to the following:

- Hours of work will range from 20-40 hours per week.
- Follow schedules for public skating, user groups, tournaments, and other special events;
- Monitor user groups and ensure compliance with facility policy and regulations;
- Provide first aid and CPR in the event of an emergency
- Assist youth with equipment
- Cleaning arena – lobby, washrooms, change rooms, clearing snow from doorways;
- Undertake public relations – answering inquiries, respond to suggestions, handle complaints;
- Complete minor repairs and maintenance, advise the Arena Supervisor of major repairs needed and notify the Public Works Manager in the event of an emergency;
- Advise Public Works Manager of supplies needed.; and,
- Other duties as assigned.

Skills

- Training and/or experience in operating and maintaining motorized equipment and tools would be an asset;
- Knowledge of refrigeration systems would be an asset but not required;
- The ability to communicate effectively verbally and in writing; and,
- Excellent interpersonal skills and ability to work independently under minimal supervision.

Qualifications*

The successful candidate will have all or most of the following qualifications:

- Grade 12 or equivalent (G.E.D.);
- Computer literacy i.e.: Microsoft Office, email;
- Standard First Aid / CPR and WHMIS; Ammonia Awareness, Propane Handling or willing to obtain.
- Able to meet the physical demands of the position including ability to lift 50 lbs;

*Lesser qualified candidates will be considered but must be willing to receive appropriate training.

*The successful candidate will be required to provide an RCMP Criminal and Vulnerable Sector Check

*This is a casual union position. The wage is $27.41 per hour.

Please submit a cover letter, resume and enquiries to:

Jerry Tracey, Public Works Manager
Email: pwmanager@hainesjunction.ca
Telephone 867 634-7100
Fax 867 634-2008
Box 5339
Village of Haines Junction
Haines Junction, Yukon, Y0B 1L0

This position will remain open until filled.

We thank all applicants in advance for their interest, however only those considered for an interview will be contacted.