

SKATE GUARD – B.O.R. ARENA

Reports To	Start Date	Wage	Hours Per week	Must be available
Recreation Coordinator	Approximately early November to February	\$16.00 Per hour	20-40	Days, Evenings and weekends

POSITION SUMMARY

The Skate Guard at the B.O.R. Arena is responsible for ensuring the safety and enjoyment of all skaters and spectators during public skating sessions and special events. This part-time seasonal position plays an important role in maintaining a positive, family-friendly atmosphere while upholding arena policies and assisting with daily operations.

PRIMARY RESPONSIBILITIES

- Monitor skaters on the ice to ensure safe behavior and adherence to arena rules.
- Respond quickly and appropriately to accidents, injuries, or unsafe situations.
- Never physically touch a patron unless you are administering first aid procedures.
- Maintain clear communication with other staff members, including the Cashier and Recreation Coordinator.
- Assist with opening and closing procedures for public skate sessions.
- Inspect ice conditions and notify the Recreation Coordinator or Maintenance staff of any concerns.
- Set up and remove cones, signage, or barriers as needed for public sessions and events.
- Assist with crowd control and general supervision of the arena lobby and spectator areas.
- May be required to operate the cash register in the absence of the Cashier.
- Prepare and submit incident or accident reports in a timely and accurate manner.
- Maintain a professional appearance and represent the B.O.R. Arena in a courteous and positive manner.
- Cell phones and personal electronic devices are not permitted while on duty.
- Perform light cleaning and organizational tasks as needed to ensure a safe and welcoming environment.
- Attend staff meetings as required.
- Must be able to lift 25-50 lbs.
- Carry out additional duties as assigned by the Recreation Coordinator.

MINIMUM QUALIFICATIONS

- Previous customer service, recreation, or safety-related experience preferred; training provided.
- Ability to skate confidently and safely; strong skating skills required.
- Friendly, reliable, and attentive to detail.
- Strong problem-solving skills and ability to remain calm under pressure.
- Self-motivated with the ability to work without supervision.
- Must be available to work evenings, weekends, some holidays, and during school breaks.
- Minimum age: 16 years old.

WORK ENVIRONMENT

- Indoor ice arena with moderate noise and cold temperatures.
- Team-oriented, community recreation setting.