**Job purpose:** To maintain and supervise the outdoor rink in Cardinal Creek Community Park (located just east of Trim Road and South of Springridge Drive) on a part-time basis either as a volunteer or on a paid basis. To volunteer to maintain the Royal Ridge outdoor rinks.

**Time Period**: December 27, 2017 or sooner depending on weather to February 21, 2017: 8 weeks

**Hours of Supervised Operation**: The heated trailer must be open on **Saturdays and Sundays from 12:00 to 6:00 p.m. and Thursdays and Fridays from 6:00 p.m. to 10:00 p.m. CLOSED MONDAYs to WEDNESDAYS – NO SUPERVISION.**

1. **Volunteer Rink Attendants**: Students can volunteer to earn their 40 volunteer hours required to obtain their high school diploma by helping to maintain the **Royal Ridge** **outdoor rinks**.
2. **Paid Rink Attendants (5)**: Students who work at the **Cardinal Creek Community Outdoor** **rink** will earn $14 per hour (starting Jan 1/18). This is a supervised rink.
3. **Paid Rink Manager (1)** – This student will earn $15 per hour (starting Jan 1/18) for managing the **Cardinal Creek Community Outdoor** **rink**.

**Responsibilities and Expectations:**

1. Actively supervise the hockey rink for an 8-week period (starting last week of December or as soon as we get five days of minus 10-degree C weather). The hours of operation must be posted on the trailers’ door and bunker to inform the public. We must provide a supervised rink for a minimum of 20 hours a week. We are looking for four responsible students.
2. Must be responsible and dependable students. Must count and record the number of people using the rink on an hourly basis every day of operation. Must sign the attendance sheet in order to record their hours of work. **Preference** will be provided to students who have completed a First Aid or C.P.R. course and students who live in Cardinal Creek. Please note that successful applicants will be required to take the St. John Ambulance First Aid Course but the CCCA will pay for it.
3. Prepare and monitor the clean and smooth condition of the ice surface. Inspect, clean and maintain all equipment and supplies. (i.e. Snow blower, shovels, ice pick, gasoline for snow blower, fire water hose, heated trailer, garbage around rink). **Scraping, clearing and flooding the ice at the end of your allotted time is a requirement.** Please ensure the scrapers/shovels and hockey nets are returned to the bunker**.** Keep the heated trailer clean and ensure no smoking in trailer and on ice rink. Ensure no smoking and no dogs around the skating areas. Ensure participants wear appropriate protective equipment (no helmet – no play). Report problem kids to authorities as appropriate. Perform first aid on site in the case of emergency.
4. It is an obligation to report any kind of incidents (whether is it minor or major) on site. An appropriate incident report must be written up, completed and submitted to the City of Ottawa within 24 hours.



**Contact Sandy Stefanik or Naim Ghawi at vice-president****@cardinalcreek.org** **or** treasurer@cardinalcreek.org

**if you are interested. Please provide your resume with your email, address, date of birth, social insurance, phone number and your experience, including if you have completed a First Aid or C.P.R. course.**