



## EMPLOYMENT OPPORTUNITY

### Seasonal Arena Operator

#### **Who WE Are**

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

#### **YOUR Opportunity**

The Arena Operator is a seasonal position that is responsible for the maintenance of the Pete Knight Memorial Arena, helping ensure recreational opportunities are available for Crossfield residents at this important community facility. This position primarily works during the fall and winter seasons; however, they may also assist during the spring and summer in support of other activities including lacrosse, roller hockey, roller skating and other off-season rentals of the arena facility.

#### **YOUR Essential Functions**

- Perform general caretaking and janitorial functions in all areas of the facility including the exterior of the building, dressing rooms, washrooms, players benches, offices, second floor loft, storage rooms and all other common areas.
- Perform preventative maintenance and general repairs as capable and trained.
- Operate the ice resurfacing machine, providing a well-maintained ice surface for all users of the facility.
- May assist with duties related to the installation and removal of the ice surface as required.
- Complete routine checks of the ice plant, HVAC systems and overall facility.
- Ensure all entrances and exits, including emergency exits are kept clear of snow and ice.
- Ensure the surface of the arena floor is kept clean and free of debris or hazards for spring and summer activities including lacrosse, roller hockey, roller skating, etc.
- Provide quality and friendly customer service to facility users by answering questions, providing assistance as necessary and directing customers to the appropriate person to address concerns.
- Assist user groups with their preparation for special events as necessary (e.g. hockey tournaments, figure skating carnival, etc.).
- Monitor the actions of user groups and individuals to ensure their safety, the facility's well-being and adherence to rules, policies and other regulations.
- Keep the Arena Supervisor informed of issues or concerns that may affect arena operations.

**Other Duties:**

- Perform other duties as requested by and in support of the Arena Supervisor.
- Perform all work in accordance with sound safety practices and procedures.

**What YOU Bring****Education & Experience:**

- Grade 12 education or equivalent (GED)
- 2 years experience in arena operations is preferred.
- Arena Operator Level 1 or Level 2 certification would be considered an asset.
- Valid Class 5 driver's license with driver's abstract.
- Standard First Aid, CPR and AED certification.
- WHMIS 2015 certification.
- Current criminal background with vulnerable sector check.

**Skills & Abilities:**

- Ability to effectively organize work and establish priorities.
- Ability to follow written and oral directions effectively.
- Ability to establish and maintain a high degree of public relations.
- Strong interpersonal skills.
- Ability to operate a variety of equipment, hand tools and power tools.
- Ability to work irregular hours including weekends and evenings.
- Strong communication skills, both verbally and written.
- Ability to develop and deliver quality customer service is required.
- Effective and creative problem-solving skills are required.
- Customer service aptitude with ability to deal with difficult situations with tact and diplomacy.
- Self-motivated and independent, comfortable working with minimal direction and as part of a team.
- Strong sense of work and personal ethics and a commitment to client confidentiality.
- Ability to effectively represent the interests of the Town.

**What WE Provide**

This is a part-time position Monday to Friday; some evenings and weekends may be required. The Town of Crossfield offers a competitive wage, and a supportive team environment.

Join the Town of Crossfield and be an integral part of a dedicated and community-focused team!

**How to Apply:**

Interested candidates are invited to submit their resume and cover letter to:

Human Resources

Town of Crossfield

Box 500, Crossfield, Alberta T0M 0S0

Email: [HR@crossfieldalberta.com](mailto:HR@crossfieldalberta.com)

The position will remain open until **August 1, 2025**.

Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.