



EMPLOYMENT OPPORTUNITY

Seasonal Part-Time 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 part-time position responsible for the maintenance and day-to-day operation of the Pete Knight Memorial Arena, helping ensure this important community facility is safe, clean, and available for recreational use by Crossfield residents.

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, the second-floor loft, storage rooms, and all other common areas.
- Perform preventative maintenance and general repairs within the scope of training and qualifications.
- Operate the ice resurfacing machine to maintain a high-quality ice surface for all facility users.
- 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 arena floor is kept clean and free of debris and hazards for spring and summer activities, including lacrosse, roller hockey, roller skating, and other facility rentals.
- Provide friendly, high-quality customer service by answering questions, providing assistance as required, and directing customers to the appropriate staff member when necessary.
- Assist user groups with preparations for special events as necessary (e.g., hockey tournaments and figure skating carnivals).
- 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.
- Report operational issues, safety concerns, and maintenance needs to the Arena Supervisor in a timely manner.

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) is required.
- Two years of 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 would be considered an asset.
- WHMIS 2015 certification would be considered an asset.
- Must provide a satisfactory Criminal Record Check with Vulnerable Sector Check upon hire.

Skills & Abilities

- Ability to effectively organize work and establish priorities.
- Ability to follow written and oral directions effectively.
- Ability to establish and maintain positive working relationships with the public and user groups.
- Ability to operate a variety of equipment, hand tools, and power tools.
- Ability to work irregular hours, including weekends and evenings.
- Strong verbal and written communication skills.
- Customer service aptitude with the ability to deal with difficult situations using tact and diplomacy.
- Strong problem-solving and decision-making skills.
- Self-motivated with the ability to work independently with minimal supervision while contributing effectively as part of a team.
- Strong personal and professional ethics with the ability to represent the interests of the Town while maintaining confidentiality where appropriate.

What WE Provide

This is a seasonal part-time position requiring evening and weekend availability. The Town of Crossfield offers a competitive hourly wage, a supportive team environment, and the opportunity to contribute to a valued community facility.

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 **cover letter and resume** to:

Human Resources

Town of Crossfield
Box 500, 1005 Ross Street
Crossfield, Alberta T0M 0S0

Email: hr@crossfieldalberta.com

This competition will remain open until **4:30 p.m. on Friday, August 7, 2026.**

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.