



JOB DESCRIPTION

POSITION TITLE: Part-Time Temporary Arena Attendant

DEPARTMENT: Parks and Recreation

DIRECTLY RESPONSIBLE TO: Parks and Recreation Lead Hand / On Duty Facilities Operator

INDIRECTLY RESPONSIBLE TO: Manager of Facilities & Community Affairs

GENERAL

The Township of Lanark Highlands is seeking a dedicated and skilled individual to join our Parks and Recreation team as a Seasonal Part-Time Arena Attendant. This position will involve working in the arena, contributing to the maintenance and upkeep of the Lanark & District Community Centre to ensure a safe and enjoyable experience for our community members.

Wage Range: Starting at \$17.60 per hour (depending on experience)

KEY RESPONSIBILITIES

- Maintain washrooms, dressing rooms and common areas in a sanitary condition including cleaning, disinfecting, removing garbage/recycle and replenishing supplies of amenities such as toilet paper and soap.
- Perform general caretaking duties such as sweeping, mopping, garbage/recycle collection inside and outside of building, operating power cleaning equipment, cleaning glass/windows, clearing the building entrance way and emergency exits of snow and ice as required.
- Maintain ice conditions as directed by the Facilities Operator / Parks & Recreation Lead Hand.
- Ensuring all necessary safety procedures and practices are followed to prevent accidents including reporting all accidents and incidents to the Parks & Recreation Lead Hand OR Manager of Facilities / Community Affairs.
- Perform light maintenance duties such as changing light bulbs, painting, etc.
- Setting up and cleaning for all hall rentals and ice surface rentals as well as all Recreation Department sponsored programs and special events.
- Performing ice patrolling duties as required.

- Provide excellent customer service to visitors.
- Work in accordance with the Township of Lanark Highlands Health & Safety Policy and the Ontario Occupational Health & Safety Act.
- May perform some heavy lifting with occasional exposure to hazardous conditions and may be required to operate equipment (ex. lifting heavy boxes, shoveling, etc).
- Ensure facility users act appropriately and report problems to supervisor as required.
- Performs other related duties as assigned.

Experience:

- Previous municipal experience working in a Parks & Recreation environment.
- Basic knowledge of arena operations and ice maintenance techniques.
- Excellent communication skills and ability to work effectively with the public.
- Ability to work independently and as part of a team.
- Flexibility to work evenings, weekends, and holidays as required.
- Physically fit and able to perform tasks in various weather conditions.

WORKING CONDITIONS:

The position will be scheduled to work on evenings and weekends during the winter months. However, on occasion, some overtime may be required to complete special requests or projects and/or coordinate off-hour activities. As these scenarios present themselves, the work schedule may be adjusted and monitored by the Manager of Facilities and Community Affairs needed.

PHYSICAL SKILLS & EFFORT:

This position requires visual and listening skills, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk on uneven surfaces, climb stairs, and hand-eye coordination. Physical demands such as operating large equipment, lifting and carrying items up to 50lbs will be required.

ENVIRONMENTAL DEMANDS:

The position may have to address numerous items and situations at one time and frequent interruptions may be common. Required to work in all types of weather conditions depending upon the season.

HOW TO APPLY:

If you are a dedicated individual with a passion for parks and recreation and possess the required certifications and skills, we encourage you to apply for this exciting opportunity to contribute to the vibrant community of Lanark Highlands. Please submit your resume and cover letter to hr@lanarkhighlands.ca by September 5th, 2025, and include **“SEASONAL ARENA ATTENDANT #2025-09”** in the subject line.

Township of Lanark Highlands
“Seasonal Arena Attendant #2025-09”
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