



Outdoor Winter Rink Coordinator

Overview of the Role

As an outdoor winter rink coordinator, you will provide leadership to a group of volunteers and be the City of Kitchener's point of contact. You will oversee the daily rink operation, relay information from the city to rink volunteers and work together to create and maintain an outdoor rink and welcoming space for your neighbourhood to utilize and enjoy during winter months!

Key Responsibilities or Tasks

Rink Administration

- Set up and oversee rink's bank account, and funds. Example: purchasing equipment as needed (shovels, tarps, key box) and volunteer team thank you
- Attend annual start up meeting
- Sign-out rink shed keys at the beginning of season and ensure they are returned at the end of season
- Report any rink related issues to the Volunteer Program Coordinator
- Complete accident/incident forms and submit to Volunteer Program Coordinator. If serious injury/property damage call 519 741 2200 ext. 7564 or email volunteer@kitchener.ca within 24 hours to report
- Collaborate with city staff develop rink schedules (i.e. hockey and free skate times)
- Complete year-end summary report

Volunteer Coordination

- Provide names and contact information of rink volunteers to the Volunteer Program Coordinator
- Collaborate with rink volunteers to create a rink maintenance schedule
- Train new volunteers on rink maintenance procedures

Rink and Shed Maintenance

- Snow removal and continued maintenance flooding as needed
- Care and minor maintenance of shovels and hose as needed
- Keeping the rink shack clean

Skills, Experience and/or Requirements

- Live in the neighbourhood of the rink volunteer for
- Comfortable working independently outdoors in cold temperatures in a park setting
- Bending, lifting
- Winter rink creation and maintenance is an asset, not required
- Experience managing/leading small teams is an asset

Age Criteria: 18 years or older

Time Commitment

Day(s): Varies and depends on weather. Typically starts in late December and continues until early March, weather permitting.

Time: approximately 3 - 6 hours per week; early morning or late night (schedules vary for each rink location and how many volunteers are committed at your rink location)

Benefits

- Be the star of your neighbourhood by assisting with the operation of a winter rink for ALL to enjoy!
- Gain hands-on experience building and maintaining outdoor rink ice surfaces
- Gain experience guiding and supporting a volunteer team
- Get to know others in your neighbourhood, participate and watch others enjoy the Outdoor Rink
- Be instrumental in bringing connection, community and activity to your neighbourhood.

Additional Thing You Should Know

- This position is physical and requires volunteers to be outdoors typically in the early morning or late night during the winter months

Accessibility and Accommodation

The City of Kitchener is committed to providing opportunities for all members of the community and will do our best to remove barriers to participation. Please let us know if you need any accommodations in order to support your involvement in this volunteer role.

Address: Neighbourhood specific

Next steps: Application form and phone conversation

Contact: Julie Marshall | Volunteer Program Coordinator | 519 741 2200 ext. 7564 |
Julie.Marshall@kitchener.ca