



## Volunteer Position Description

**Role:** Rink Coordinator

**Objective:** Recruit, schedule and co-ordinate volunteer support for the BHCA outdoor rink

**Responsibilities:**

- Establish a volunteer rink committee consisting of a minimum of six adults to operate the outdoor rink
- Co-ordinate the outdoor rink volunteer schedule, to ensure minimum two volunteers for each shift (for safety)
- Ensure that all volunteers have appropriate training and orientation to operations of the rink
- Ensure regular flooding and snow shoveling of the rink
- Ensure appropriate care and maintenance of rink shovels, hoses, and equipment
- Ensure appropriate care and maintenance of the park area, parking lot and sidewalk surrounding the outdoor rink location, including placing sand or 'ice melt down' as required in any areas rink water may impact
- Record and report all incidents/accidents occurring at the rink location to BHCA Board of Directors
- Share ice activity schedules, maintenance, events, closures with BHCA social media volunteer
- Liaise with BHCA Board of Directors to ensure rink and volunteers are adequately resourced
- Liaise with Beddington Theatre Arts Centre for any facility requirements (such as turning on lights, accessing building etc)

**Time and Place:**

- Flexible time commitment, 3-6 hours per week (rotational schedule – day, evening or weekend)

**Commitment:** November – March (weather dependant)

**Training and Orientation:** Onsite meeting with rink committee volunteers

**Qualifications:**

- A responsible, community-minded individual who enjoys spending time outdoors
- Able to communicate effectively with rink volunteers and BHCA Board
- Able to respond to varying weather conditions
- Able to do some heavy lifting regarding shoveling
- Able to foster and work in a team environment

**Benefits:**

- Get to know your neighbours
- Provide a positive recreational opportunity for the neighbourhood
- Provide watchful eyes to enhance your neighbourhood's safety, and fosters neighbourhood spirit

**Screening Requirements:** Satisfactory meeting with BHCA Board Executive

**Additional Information:** Rink volunteers work together as a team of minimum two, for each rink maintenance shift, to ensure safety



**Role:** Rink Volunteer

**Objective:** Provide volunteer support to maintain the BHCA outdoor rinks

**Responsibilities:**

- Flooding and snow shoveling of assigned outdoor rink, as part of a team of two, as scheduled
- Provide appropriate care and maintenance of rink shovels, hoses, and equipment
- Provide appropriate care and maintenance of the park area, parking lot and sidewalk surrounding the outdoor rink location, including placing sand or 'ice melt down' as required in any areas rink water may impact
- Record and report all incidents/accidents occurring at the rink location to BHCA Board of Directors

**Time and Place:**

- Flexible time commitment, 2-6 hours per week (rotational schedule – day, evening or weekend)

**Commitment:** November – March (weather dependant)

**Training and Orientation:** Onsite at assigned location with Rink Coordinator

**Qualifications:**

- A responsible, community-minded individual who enjoys spending time outdoors
- Able to respond to varying weather conditions
- Able to do some heavy lifting regarding shoveling
- Able to foster and work in a team environment

**Benefits:**

- Get to know your neighbours
- Provides a positive recreational opportunity for the neighbourhood
- Provides watchful eyes to enhance your neighbourhood's safety, and fosters neighbourhood spirit

**Screening Requirements:** Satisfactory meeting with BHCA Rink Coordinator

**Additional Information:** Rink volunteers work together as a team of minimum two, for each rink maintenance shift, to ensure safety