

Position: Arena Admin Associate - Part Time, and Casual Positions available	Start Date: Positions available immediately
Hours: Weekday Evenings and Weekends	Applications Close: Open until filled
Location: Seven Oaks Arena – 745 Kingsbury Ave., Winnipeg, Manitoba	Wages & Benefits: Compensation commensurate with experience/shifts desired.

Garden City Community Centre/Seven Oaks Sportsplex is a modern recreational facility located in North-West Winnipeg. We are currently seeking Arena Admin Associates to fill Part Time and Casual positions. The Seven Oaks Arena is a very busy twin pad facility that boasts two NHL sized ice surfaces with seating capacity of 400/rink, 4 meeting rooms, 10 dressing room areas, Canteen, and a large open area.

Experience in a Recreational setting or hockey/ringette knowledge is a definite asset. Specific qualifications and essential skills are as outlined below.

POSITION OVERVIEW

The Arena Admin Associate is primarily responsible for providing support and information to all users and visitors entering the arena facility and various administrative functions as required.

Specific Responsibilities include:

- Provide customer support to all users and visitors entering the facility.
- Update booking system with dressing room assignments, user names, and other information as required.
- Liaison with Arena Attendant and Custodian to ensure information regarding booking changes, set up requirements, and cleaning is relayed in a timely manner. Some room set up required.
- Monitor facility for any unusual or unsafe activity and respond in accordance with Facility Procedures and Code of Conduct

Personal Attributes:

- Able to work flexible hours, including ability to work evenings and weekends as required.
- A professional and courteous demeanor.
- Be a team player, working with colleagues sharing a common goal of providing superior facilities and services.

Qualifications:

- Must be 18 years of age or older by December 31, 2022.
- Strong written and verbal communication skills
- Ability to prioritize work and multi-task
- Accurate data entry skills
- Previous Community Centre or basic knowledge of Youth Recreational Sport administration experience an asset.

Applications:

Please forward Resumes with Cover Letter to agm@gardencitycc.com.