



VANCOUVER | VICTORIA

JOB DESCRIPTION

Position Title:	Ice Rink Manager		
Program Title:	Robson Square Community Activation Program	Type:	Full time, limited term contract
Reports To:	Pace Group Communications Inc.	Term length:	Immediate – March, 2010 (Subject to weather conditions)

Pace Group Communications Inc.

The Pace Group and its principals have provided public and private sector clients with a comprehensive range of communications services for more than 20 years. From media relations and issues management, to conferences and special events, the Pace Group has a well earned reputation as one of British Columbia’s leading communications and special events firms.

Program: Robson Square Community Activation

Robson Square will be the Province of B.C.’s showcase during the Vancouver 2010 Olympic and Paralympic Winter Games. Performances, activities and interactive displays that feature the best of B.C.’s talent are just some of the things to come at Robson Square. The ice rink will be brought back, re-opening as the GE Plaza in the late Fall.

As the revitalization of Robson Square nears completion, we are looking forward to bringing the community back into this great facility. It will become the “place to be” leading up to and during the Olympic period, a home for both locals and visitors.

Position Description

We require a friendly, mature, self-motivated, customer service oriented individual with excellent inter-personal skills, and experience in managing a community center and/or community ice rink.

The successful candidate will be responsible for ice rink management, scheduling, supervising and training of staff, managing the skate rentals and repairs, and basic cash reports.

This is a hands-on management role – actively involved in day to day operations.

GENERAL RESPONSIBILITIES, ABILITIES & DUTIES:

- Overseeing all day to day management of ice rink
- Strong customer service and hospitality skills
- Skate rental/return process
- Supplies inventory, purchasing and control and expense management as directed
- Liaise with managers and team to implement special events
- Supervise staff in a positive employee relations environment
- Create positive ice rink experience for all skaters
- First aid or emergency service training an asset
- Ensure a safe working environment and a safe customer environment
- Work schedule will include evening and weekend shifts

If you are interested in this opportunity, apply online as soon as possible, include your cover letter and resume – outlining your experience and qualifications.

Closing date:	October 15th, 2009
Interested applicants should submit their resume in confidence to Hilary Wooller at hwooller@pacegroup.com or by fax at 604-689-1808.	