

Town of Wolfeboro, NH

POSITION: Pop Whalen Rink Weekend Office Staff

DEPARTMENT: Parks & Recreation

GENERAL SUMMARY

The Pop Whalen Ice & Arts Center is a town owned and operated Ice Arena in Wolfeboro, NH. It is home to the Kingswood High School and Brewster Academy hockey teams, Back Bay Youth Hockey and numerous adult leagues. It is open daily for lap skating, stick practice and public skating and offers some of the lowest ice rental rates in the state in a clean, well lit and pleasant setting. The Rink Office Staff have a variety of responsibilities ranging from Front End customer service, selling tickets and season passes, running the skate rental program, selling program registrations, filing, and assisting with general administrative tasks. Above all else, we are looking for positive, sunny personalities who will serve as the friendly face of Wolfeboro Parks and Recreation. These positions will be part time (15-30 hours/week) and generally work weekend shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide friendly and professional customer service to the over 65,000 annual visitors to the Ice & Arts Center
- Answer questions from the public and attend to the needs of rink visitors
- Sell program registrations and season passes
- Selling Concessions
- Skate Rental Sales and Organizing
- Make posters and public notices
- Answer phone calls and return emails
- Filing and general administrative tasks
- Assist with game setup and crowd control
- Set up and take down for Special Events
- Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- At least 16 years of age preferred.
- Ability to operate a computer and cash register.
- Must be familiar with basic computer programs, cash register operation and ticket and pass sales.

Knowledge, Skills and Abilities

- Must possess valid Driver's License with clean driving record.
- A friendly demeanor and genuine interest in working with the public.
- Ability to use a variety of hand tools and lift heavy loads up to 50 lbs.

SUPERVISION EXERCISED

None.

TOOLS AND EQUIPMENT USED

Two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform a task.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and see. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 50 pounds.

Interested applicants should email a resume and cover letter to Parks and Recreation Director Christine Collins at parksdirector@wolfeboronh.us or mail materials to Parks and Recreation, PO Box 629, Wolfeboro, NH 03894.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved By: _____

Date: _____