



MILLICAN-OGDEN COMMUNITY ASSOCIATION

The Millican Ogden Community Association -MOCA is a very active community association operating the Jack Setters Arena, a Community Centre and the South East Calgary Community Resource Centre. Millican-Ogden is an inner city community located in the southeast area of Calgary (6901- 20A St S.E.).

Position Available: Arena & Facilities Attendant (40 hrs/wk)

Reporting to the Arena Manager, you will be responsible to maintain the cleanliness of the Jack Setter Arena facility, help and or resurface the Ice. A variety of tasks related to the operation of the facility, including maintenance of the MOCA Community Centre, snow removal of entrances and walks, etc. And most of all provide customer service/satisfaction for all facility users.

Work Environment

Some work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards such as chemicals. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens.

Essential Job Duties:

1. Perform daily maintenance, repairs and improvements of Jack Setters Arena & MOCA Community Centre
2. Maintain excellent public relations by assuring that public/ and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquires to the Arena Manager.
3. Periodically inspect Jack Setters Arena and advise as to preventative maintenance measures needed to Arena Manager.
4. Complete maintenance forms for Jack Setters Arena under the direction of the Arena Manager.
5. Stay informed of changing products and technology and make recommendations to the Arena Manager.

A successful applicant will portray

- Physical strength and ability to perform moderate to heavy manual labor for extended periods under demanding conditions and in all types of weather, as necessary
- Skills and physical ability to operate machinery in a safe manner
- Performing minor repairs on equipment and buildings
- Ability to recognize urgent matters that need immediate attention
- Sufficient experience/ knowledge of the methods, materials, tools and equipment used in all phases of building maintenance, including a basic general knowledge of electricity, plumbing, carpentry and HVAC systems
- Must have a thorough knowledge of work hazards, safety procedures, and public safety matters
- Mature attitude with self-assurance to deal with disciplinary and emergency circumstances involving the public
- Excellent verbal and written skills
- Conflict resolution skills

Qualifications:

- Experience working in an arena recreation facility
- Experience working with an Olympia



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- Arena Operator Level I & 2
- Valid First Aid/ CPR/AED Certificate
- WHIMS Certificate
- Must have a valid driver's license
- Police Record Clearance – must be obtained
- Child welfare check –must be obtained

MOCA offers:

- A fun, safe work environment
- A sense of community
- Training opportunities (permanent staff)
- Benefits (permanent staff)
- Hours of work: evening, weekend, shifts (must be flexible)

Please submit your cover letter and resume to:

General Manager

Email: accountingmoca@shaw.ca

Drop off: 6901 20A street SE (between 1-4pm)

Application deadline: until a suitable candidate is found

We wish to thank all applicants, only suitable candidates will be contacted