

## Job Description

**Job Title:** Skate Assistant

**Department:** Skate

**Supervisor:** Skate Manager

**Location:** Community Building

**Summary:** This position performs general operation of the City's Skate Program under the supervision of the Skate Manager.

**Essential Duties and Responsibilities** include the following.

- Assisting with the operations of maintaining a safe skating program for the youth of Coquille
- Perform skating equipment maintenance by following established standards
- Sell tickets, passes, concessions, and collect fees
- Hand out skates and monitor skaters
- Minor cleaning in and around facility
- Interact positively with all ages and respond to inquiries/complaints from customers; and provide information as appropriate
- Perform minor first aid on patrons for cuts and scrapes
- Make initial contact with 911 emergency when directed, remain calm, and give/receive accurate information
- Other duties may be assigned.

**Knowledge and Abilities:** Operation of public events, general clerical duties, and the skating program.

**Abilities:** Understand and follow oral/written directions, establish and maintain cooperative/effective working relationships, and maintain a constant level of professionalism.

**Physical Requirements:** Must be able to occasionally lift 20lbs containers and/or furniture. Hand-eye coordination to repair skates.

**Education and/or Experience:** None required.

**Work Environment:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually active. Accidents may occur around the skate area and/or the office.