



**Municipality of South Dundas
Seasonal Employment Opportunity**

Position:	Arena Attendant (3 to 4 positions available)
Department:	Parks, Recreation and Facilities
Wage Level:	\$18.64/hr to \$22.60/hr
Type:	Seasonal – September 2026 to April 2027
Location:	Morrisburg Arena (28 Ottawa St Morrisburg)

Position Summary: The Arena Attendant is responsible for assisting with operations and maintenance of the Morrisburg Arena. This includes cleaning, and repairs. Work must be executed with exceptional attention to detail, minimal supervision, and a high level of professionalism and customer service.

Duties & Responsibilities:

- Work evenings and weekends, approximately 10-20 hours weekly but can vary during the season.
- Responsible for conducting general maintenance work:
 - Emptying garbage cans, litter pickup, and other facility cleaning,
 - Assist with ice building, general ice maintenance and flooding,
 - Assist with completion of minor upgrade/repair projects,
 - Assist with snow shoveling.
 - Assist Arena Operator with other Arena operations as required,
- Provide quality customer service to a wide variety of Arena facility users by answering questions and assisting with concerns.
- Discusses plans, priorities and work scheduled with the Arena Supervisor and/or Lead Hand.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.
- Perform all other duties as assigned.

Skills & Knowledge:

- Must be able to perform job related duties which include lifting, carrying, pushing, and pulling heavy objects. Must be able to lift and carry up to 45 pounds.
- Must be able to perform constant standing, walking, and bending.
- Must be observant and attentive to detail.
- Must be able to understand and adhere to the Occupational Health and Safety Act and Municipal Health and Safety policies and procedures.
- Must be highly motivated to work both independently and within a team environment.
- Must be polite in dealing with both the public and coworkers.



Qualifications:

- The successful candidate must be at least 14 years of age and older.
- Relevant work experience in customer service or arena maintenance would be an asset.
- G Class driver's license would be an asset, but not required.
- First Aid and CPR Certification would be an asset.
- Parks and Recreation, Carpentry, Equipment, or Janitorial experience would be considered an asset.

Work Environment:

- Periods of climbing, walking, twisting, bending, pushing, pulling, working in awkward positions, and working in all types of weather conditions.
- Must be physically fit to perform the essential duties of the job.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.

Application Deadline:

Interested and qualified candidates are invited to submit their resume marked "Arena Attendant" **by Monday August 31 , 2026 at 2:00 pm** to one of the following:

Email: hr@southdundas.com

Mail or in-person: Municipality of South Dundas
34 Ottawa Street. PO Box 740
Morrisburg ON K0C 1X0
Attention: HR

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview.

The Municipality of South Dundas is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are asked to make their needs known via email at hr@southdundas.com. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.