



Employment Opportunity

Curling Coordinator

The Ottawa Hunt and Golf Club is an active six (6) sheet curling facility seeking an individual to fill the role of Curling Coordinator.

Summary: The successful candidate will report to and work alongside the Curling Manager/Head Ice Technician. The focus of all staff is directed to Member service and the enhancement of our Members' experience.

Hours will be flexible and will include early mornings through evening and weekend requirements.

Duties:

- Preparation of the arena for the installation of the ice.
- Installation of the playing surface.
- Daily custodial maintenance to keep the playing area clean and tidy.
- Daily ice preparation:
 - Scraping.
 - Pebbling.
 - Nipping.
 - Attention to Rocks.
 - Ensure the equipment and tools are maintained; ready as required for the next scheduled ice maintenance.
- Daily attention to the facility. Report and/or repair any deficiencies.
- Assist the Curling Manager with draw construction, score keeping, event planning and Member information communications.
- Post information for each draw scheduled.
- Daily upkeep of the refrigeration log and rink conditions.
- Appropriate storage of the Rocks for the summer.
- Removal of the ice and spring building clean up.
- Other duties as they arise and are requested by the Curling Manager/Head Ice Technician.

Qualifications:

- Preference will be provided to candidates with Ice Technician Certification.
- Ability to work with minimum supervision.
- A working knowledge of a refrigeration system and ice plant controls.
- A strong Member service mindset; with good interpersonal and communication skills.

Please respond to: Bill Duck, Curling Manager & Head Ice Technician

bduck@ottawahuntclub.org

Successful candidates will be contacted for interviews. Deadline for submission: **September 4, 2019.**