



## **NEWCASTLE MEMORIAL ARENA**

The Newcastle Memorial Arena Board is seeking an experienced Manager to manage and operate the Newcastle Memorial Arena.

Newcastle is located on the eastern edge of the Municipality of Clarington, with a population of 10,300.

Reporting to Newcastle Arena Board, the successful candidate is responsible for the management and operation of the facility, which includes a single pad arena.

### **Responsibilities**

The following responsibilities and duties of this position include but are not limited to:

- Oversee all aspects of facility operations, including maintenance, repairs, personnel management, health and safety, and enhancing customer experience.
- Provide detailed monthly reports to the Arena Board on all significant issues concerning physical assets, compliance, complaints, safety, and personnel.
- Develop and maintain policies and operating procedures to support operations, ensuring compliance with emergency protocols, health and safety, and training to mitigate risks.
- Establish and manage regular preventative maintenance programs and training for staff and users, ensuring deficiencies are promptly addressed and documented.
- Ensure all work complies with environmental, health and safety, fire protection, and other relevant legislations and guidelines.
- Handle recruitment, training, and scheduling of staff, balancing administrative oversight with direct service delivery.
- Manage operational finances, collaborating with the Bookkeeper and Treasurer for efficient revenue collection and expense payments.
- Foster positive experiences for user groups, managing inquiries, complaints, and conflict resolution, and advising the Board on potential improvements.
- Stay informed about best practices in arena operations and maintenance and implement appropriate recommendations.
- Participate in on-call duties to support facility operations and staff outside regular hours.
- Adapt to flexible working hours as required by operational demands.

### **Qualifications**

The successful candidate will possess:

- A community college diploma or a trade certificate in a related field combined with at least three (3) years of progressively responsible experience in a similar role, or an equivalent comprehensive background of training, experience and the necessary skills and abilities to the satisfaction of Newcastle Memorial Arena Board.
- A minimum of three (3) years' experience with HVAC equipment and a good understanding of building operations issues.
- Demonstrated knowledge of the Occupational Health and Safety Act, Technical Standards and Safety Act, Health Protection and Promotion Act and other applicable legislation and regulations affecting building operations.
- Strong written and oral communication skills with the ability to deal effectively with both internal and external customers.
- Demonstrated knowledge and experience related to the practices and procedures employed by various building and maintenance trades.
- Demonstrated planning, organization, and problem-solving skills.
- Must be able to legally work in Canada.
- The successful candidate must provide, at their own expense, a satisfactory Driver's abstract, and a satisfactory criminal reference check with vulnerable sector screening from a Police Information Centre.
- This will be a full-time position with a minimum 40-hour work week and a salary commensurate with experience.

Interested candidates should submit their application by email to [newcastlearenaposting@gmail.com](mailto:newcastlearenaposting@gmail.com)

Applications will be accepted until **Friday, July 26, 2024 at 4:00 p.m.**