



**Membertou**  
WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Assistant Manager (Full-Time)

**Department:** Sport & Wellness Centre

**Reports To:** General Manager

### Duties and Responsibilities:

- Support day-to-day rink operations across ice surfaces (open skate, rentals, league play, tournaments, events).
- Support with ice maintenance oversight (resurfacing standards, edging, snow management, ice builds, changeovers, shutdown/startup support).
- Coordinate and/or support ice booking schedules, space allocations, and event logistics; liaise with user groups and internal stakeholders.
- Provide floor leadership to arena staff (operators, attendants, event staff); assist with onboarding, coaching, task assignment, and performance feedback.
- Ensure strong health & safety practices: hazard reporting, incident response, emergency procedures, safe work practices, and compliance with internal policies.
- Assist with facility readiness: dressing rooms, benches, timekeeping systems, cleanliness standards, and basic operational checks.
- Maintain logs and documentation (daily checklists, incident reports, maintenance records, temperature/plant logs where applicable).
- Support inventory control for rink supplies and equipment; coordinate repairs and service calls as required.
- Provide excellent customer service and help resolve issues professionally and quickly.
- Attend training as required; comply with Band/organizational policies and confidentiality expectations (aligned to Membertou posting standards).
- Other related duties as required by the General Manager (aligned to Membertou posting standards)
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the General Manager.

### Qualifications:

- Minimum 2–5 years' experience in arena/rink operations or facilities operations; supervisory experience considered a strong asset.
- Demonstrated knowledge of ice maintenance practices and safe facility operations (multi-pad experience preferred).
- Current (or ability to obtain quickly): First Aid/CPR, WHMIS, and any arena-operator training relevant to your facility.
- Strong communication, problem-solving, and customer service skills; ability to lead calmly during busy periods.
- Physically able to perform operational tasks (lifting, bending, working in cold environments, extended standing/walking).
- Will be required to work flexible shifts including evenings/weekends and on-call coverage during events.
- Valid driver's license preferred.

***Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.***

Applications/Resumes can be submitted to: Membertou Human Resources Department

**Attention: Scott Thomas**

47 Autwen Ma'sl Awti Membertou, NS B1S-2P5 Or via email to: [jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, March 27<sup>th</sup>, 2026, at 4.30 P.M. (AST).**

*Thank you for your interest, however, only those selected for an interview will be contacted.*

***Membertou reserves the right to pause, extend or revoke this posting at any time without notice.***