



City of Ames
Ice Arena Shift Leader

SALARY	\$13.13 - \$13.93 Hourly	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	24-PRIASL-03
DEPARTMENT	Parks and Recreation - Temporary & Part-time positions	OPENING DATE	12/10/2024
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames Parks and Recreation Department is currently accepting applications for Ice Arena Shift Leaders.

Candidates interested in this opportunity can expect to work 20-40 hours per week, including days, evenings and weekends, January through April (2025).

Work Shifts:

Monday through Friday: Shifts run between 5:00 pm and 1:00 am

Saturday and Sunday: Shifts run between 6:30 am and 1:00 am

Shift Leaders are directly responsible for assisting and supervising Cashiers; directly accountable to the Ice Arena Manager, and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation.

Examples of Essential Job Functions

Primary Responsibilities:

- Perform opening and closing procedures (unlocking/locking, POS startup, lights).
- Complete routine checks of equipment.
- Enforce rules and policies ensuring a safe facility.
- Maintain clean facility.

- Understand and use Point of Sale/Pass Management program and other required software.
- Complete nightly cash deposits.
- Delegate facility specific duties to Cashiers (i.e. post-game duties).
- Recognize and respond quickly and effectively to all emergencies.
- Operate facility specific equipment safely and efficiently (i.e. ice resurfacer, beverage cart, etc.).

Secondary Responsibilities:

- Ensure proper staffing levels for events by calling additional staff in or sending staff home.
- Complete required paperwork for record keeping (i.e. incident reports, cleaning checklist).
- Depending on facility, assist with food prep and food sales in concession stand.
- Contact vendors for supplies (i.e. pizza, cake, beverages, etc.).
- Assist Recreation Manager as needed (i.e. facility maintenance, staff scheduling, inventory control, etc.).
- Supervise patrons.
- Ensure building entrance is clean and maintained (i.e. snow removal).
- Other duties as assigned by the Recreation Manager.

Distributed Responsibilities:

- Assist Recreation Manager in training new Shift Leaders and Cashiers.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Age Requirement:

- Must be at least 18 years of age.

Experience:

- Cash handling, staff supervision, customer service and retail experience preferred.

Licenses and Certifications:

- Valid driver's license is preferred but not required.
- Current AED/CPR certification or able to obtain within one month of employment.

Please attach your current CPR/AED certificate, if certified!

Knowledge, Skills, and Abilities:

- Ability to work a flexible schedule.
- Ability to maintain an exceptional level of safety.
- Ability to demonstrate strong decision-making skills, initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Ability to communicate positively with public.
- Ability to maintain a professional demeanor (calm and courteous) at all times while on site.
- Ability to maintain a professional appearance (staff coat, khaki pants, and closed-toe shoes) at all times while on site.
- Ability to understand, appreciate and embody the City of Ames Core Values.

Supplemental Information

Selection Process:

The selection process consists of an evaluation of education and experience, interview, and completion of a motor vehicle record check and criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Ice Arena Shift Leader Supplemental Questionnaire

*QUESTION 1

Are you at least 18 years of age?

- Yes
 No

*QUESTION 2

Are you a member of a long-term user group (ISU Men's or Women's Hockey, Ames Minor Hockey Association, Ames Figure Skating Club, or Adult Hockey League)? If yes, which one?

*QUESTION 3

What date can you start work?

*QUESTION 4

Are you able to work January through March?

- Yes
 No

*QUESTION 5

How many hours per week are you available to work?

*QUESTION 6

What days can you work? (select all that apply)

- Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

*QUESTION 7

What shifts are you most available to work?

- Weekday mornings (5am-8am)
 Weekday evenings (4pm-1am)
 Weekends (anytime)

*QUESTION 8

Are you CPR certified?

- Yes
 No

***QUESTION 9**

Do you have a valid driver's license?

Yes

No

* Required Question