

Columbus Parks and Recreation Department

Position Description

Position Title: (HCCIA) Hamilton Community Center & Ice Arena Staff Member
(Office Supervisor)

Date: September 3, 2026

Department: Parks and Recreation

Reports to: HCCIA Customer Service Specialist

Supervises: 1-6 Skate Guards

Summary of Functional Responsibilities:

- Supervise activities by carrying out duties assigned by the HCCIA Manager/Customer Service Specialist

Specific Duties of the Position:

- Supervise admissions and skate guards during public sessions
- Assist with Pro Shop inventory and sales
- Recruit customers and promote programs
- Assist instructors with all skating programs
- Put out and pick up all necessary equipment
- Provide first aid supplies and administer basic first aid if necessary
- Work with supervisor to insure that sales, registrations, and ice schedule are correct
- Register skaters for programs
- Represent the Parks & Recreation Department with the highest level of integrity and respect for the participants
- Must be able to perform all duties of the positions of direct reports
- Perform all other duties as assigned

Education and Experience:

- Must be at least 16 years old
- Must have basic typing and computer skills
- Certified in First Aid and CPR or willing to become certified by Parks and Recreation within 30 days of employment
- Must have reliable transportation to and from shifts
- Must pass background check required of all Parks & Recreation employees

Judgment:

- Work is of ordinary difficulty and complexity and is performed under general supervision but requires an average level of independent judgment.

Relationships Responsibility:

- Must be able to work with customers (internal & external) to keep service at the highest standard possible
- Relationships inside and outside the organization require tact and discretion to maintain effective working relationships.
- Represent the Parks and Recreation Department with the highest level of integrity and respect for the participants.

Working Conditions:

- Position requires some exposure to cold temperatures and some light lifting of objects.
- Hours will vary and days will vary.
- Position is safety sensitive and subject to the City's Drug and Alcohol-Free Workplace Policy which requires post-employment offer, pre-employment testing, random testing, post-accident testing, and reasonable suspicion testing

- Criminal Background Checks are required

Classification of Job:

- This is a part-time position with no more than 1559 hours per year and does not provide any benefits.

Essential Physical Requirements:

- Use one or two hands to grasp, move, or assemble objects.
- Lift, push, pull, or carry heavy objects for an extended period of time.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Make quick, precise adjustments to machine controls.
- See details of objects that are less than a few feet away and more than a few feet away.
- Work for extended periods without getting tired or out of breath.
- Bend, stretch, twist, or reach out.
- Sufficient balance to climb and remain on ladders and other equipment safely.
- Use fingers to grasp, move, or assemble very small objects.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.

Must reside in Bartholomew County or adjoining county within six (6) months of employment.

This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, random drug testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing. Annual BMV checks for all drivers.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

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