

Columbus Parks and Recreation Department

Position Description

Position Title: (HCCIA) Hamilton Community Center & Ice Arena Staff Member
(Skate Guard)

Date: September 3, 2026

Department: Parks and Recreation

Reports to: HCCIA Customer Service
Specialist

Supervises: 0 Employees

Summary of Functional Responsibilities:

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

Specific Duties of the Position:

- Take admissions for Public Skate
- Hand out skates as needed
- Assist coaches during Learn to Skate Classes
- Provide first aid supplies as needed and administer basic First Aid if necessary
- Carry out and enforce rules as needed during public skate hours to insure safety of all skaters
- Carry out tasks assigned by Supervisor
- Represent the Parks & Recreation Department with the highest level of integrity and respect for the participants

Education and Experience:

- Must know how to ice skate
- Must be at least 14 years old

Judgment:

- Work is performed under close supervision and is of no particular complexity or difficulty

Relationships Responsibility:

- Must be able to work with customers (internal & external) to keep service at the highest standard possible

Working Conditions:

- Exposure to more than ordinary conditions
- 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.

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

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

This description is intended to describe the type of and level of work performed by the person assigned to the 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.