



Newmarket Jets Speed Skating Club **VOLUNTEER SERVICE DESCRIPTION**

SERVICE TITLE:

Club Assistant

POSITION SUMMARY:

The Club Assistant is responsible for assisting with club equipment preparation, maintenance, and cleanup as well as providing assistance during the practice.

This position is designed for high school students working towards their 40 hours of volunteer service in order to obtain their Ontario Secondary School Graduation Diploma.

REPORTING TO:

Club Organizer

LOCATION:

Magna Centre
1000 Mullock Dr.
Newmarket, Ontario

SCHEDULE:

Wednesdays (October – March)
6:30 – 9:30 p.m.

DUTIES AND RESPONSIBILITIES:

1. Removing mats, and other equipment used during the practice, from storage for quick transfer to the ice surface.
2. Assisting with transferring mats to the ice surface and ensuring proper placement along the boards.
3. Ensuring buckets are kept full of water for use during the practice.
4. Assisting with removing mats, and other equipment used during the practice, from the ice surface.
5. Putting away equipment to storage following the practice.
6. Ensuring change room is left neat and tidy.
7. Other duties as assigned by the club organizer.

SPECIAL CONSIDERATIONS:

1. A hard-shelled helmet must be worn at all times when on the ice surface.
2. Report immediately to the club organizer if you are injured, no matter how small the injury.
3. If you are unsure of what to do or do not completely understand a request from the club organizer or club member, always ask for more information.

QUALIFICATIONS:

1. Dependable, reliable.
2. Able to work independently.
3. Able to lift 40 lbs.