



Ice Facility Operator in Training

Full-Time Permanent Position

The Town of The Pas is seeking an enthusiastic and motivated individual to join our team as an **Ice Facility Operator in Training**. This developmental role provides hands-on experience in ice-making, facility operations, and arena maintenance under the direct supervision of Ice Facility or Arena Operator. The successful candidate will receive full training support to achieve Ice Facility Operator certification while contributing to the upkeep and smooth operation of our community facilities.

Skills & Qualifications:

- Completion of high school
- A valid First Aid Certificate and a CPR Level C certificate would be an asset.
- Excellent verbal and written communication skills.
- Previous experience in customer service, reception, or administrative roles is preferred. Experience in a recreation or fitness environment is an asset.
- Current certification for personal training services, teaching group fitness, or a specialty program is an asset.
- Strong organizational abilities, with the capacity to multitask and prioritize responsibilities in a busy environment.
- Willingness to work flexible hours, including evenings, weekends, and holidays as required.
- Satisfactory criminal record and vulnerable persons checked by the RCMP.

Duties & Responsibilities:

- Perform a variety of administrative duties, such as maintaining records, updating databases, handling correspondence, and preparing reports as required.
- Process customer services for memberships, registrations, and information on programs offered.
- Assist with the coordination of events like basic facility orientation and ensuring participants have the information they need.
- Responsible for providing guidance and assistance on how to properly use the equipment of the Wellness Centre to members/clients.
- Assist with instruction of basic fitness and fitness activity classes along with individual training within your scope of accreditation.
- Report any maintenance needs or safety hazards to the supervisor.
- Perform other related tasks as assigned by the supervisor to ensure the smooth operation of the Recreation Centre.

Wage Rate: \$26.58/hour

Hours of Work: Monday through Friday 7:00 AM to 3:15 PM (summer) and 8:00 AM to 5:00 PM (winter)

Applications will be accepted **October 1st, 2026**, and can be submitted through the following:

Online: www.townofthepas.ca/employment-opportunities

Email: hr@townofthepas.ca

Mail: P.O. Box 870, The Pas, MB. R9A 1K8

In Person: 81 Edwards Ave, The Pas, MB

Fax: (204) 623-5506

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba. We thank all candidates for their interest however only those selected for an interview will be contacted.