## **Rink Coordinator**

## Role:

Take care of the maintenance and operations of the community rink

## **Responsibilities:**

- 1. Keep the SCA rink in safe and maintained conditions during the winter months.
- 2. Recruit, schedule and mentor other rink volunteers and rink supervisors and everyone who helps you
- 3. Work with the Treasurer and the Community Consultant to document all the money spent on the rink throughout the year and use those receipts to fill out the Rink Grant each spring.
- 4. Coordinate any annual maintenance of the rinks. This can include:
  - shed repairs
  - board and kick board replacement
  - painting
  - Mesh replacement
  - ground leveling
  - new nets for hockey
  - Organize work parties and/or contractors to facilitate these repairs.
- 5. The rink is on school property, so you will need to work with the Silverspring School principal to ensure you are following school guidelines.
- 6. Prepare an annual budget based on what you need to spend that year. Submit it to the treasurer.
- 7. Buy equipment if it has been approved in the budget. Equipment can be:
  - Nets
  - Snow blower
  - Shovels
  - Etc.
- 8. Write a year-end report to give to the executive
- 9. Make sure to recognize the hard working volunteers who helped you run the rink.

**Time Commitment**: Seasonally busy between November and March that may involve work on weekends and evenings

- Volunteer position is for 2 years
- Go to monthly executive meetings.

**Skills Preferred:** Organization Able to work with other people

Commitment Trade skills/handy person

Communication