



EMPLOYMENT OPPORTUNITY
CENTRE DUFFERIN RECREATION COMPLEX
Invites Applications for:

SEASONAL YOUTH MAINTENANCE ATTENDANT

Posted: Thursday July 30, 2026

Closing: Open until filled

Job Category: Part Time/Casual Fall/Winter Season

Wage Range: \$16.60-\$17.72 per hour

Dependent on experience and qualifications

Work week: Monday–Sunday Approx. 6-20 hours per week

The CDRC Board of Management is seeking a positive, team-oriented individual to fill the position of Youth Maintenance Attendant. Under the direction of the Facility Maintenance Manager, the successful candidate will be involved in a diverse range of job activities including but not limited to facility custodial maintenance and ice maintenance. The job involves physical requirements. The successful candidate must be available to work a flexible schedule including weekends, weeknights, late evenings, statutory holidays and special events in accordance with operational needs. The job requires strong teamwork and communication skills to work well with other staff and the public.

Duties & Responsibilities:

- Log all work noting wear & damage reporting daily to manager
- Clean, maintain all of facility and grounds including garbage collection, snow removal
- Set-up rental rooms for bookings and assist patrons with their requirements
- Monitor ice rentals & dressing rooms before & after each rental reporting any damage or misuse to operator or designate (log reports)
- Assist skilled tradespersons when they are on the grounds/site with their required needs
- Load & unload trucks with deliveries of supplies
- Collect tickets & fees in prescribed manner
- Respond to inquiries & complaints from patrons & report to Facility Maintenance Manager or Facility Administration Manager
- Assist in set-up & tear down of special events
- Monitor patrons safe use of the facility
- Work co-operatively with patrons and fellow employees
- Prompt attendance and decorum including dress code
- Other duties as assigned

Skills & Abilities:

- Develop and maintain a working knowledge of safety precautions and hazards involved with the work assigned
- Provide strong customer service, communication and team working skills both verbally & written with patrons, supervisor & colleagues
- Demonstrate the ability to work independently and/or in a group
- Current Standard First Aid CPR-C/AED training (must be completed prior to first scheduled shift)
- Ability to skate – an asset
- On the job training is provided
- Other qualifications and certifications an asset
- Satisfactory Criminal Record Check which may include Vulnerable Sector Screening

Eligible candidates are invited to submit their resumes to Josh Oatman, Facility Maintenance Manager, by email or in person addressed to:

Josh Oatman – Facility Maintenance Manager

Centre Dufferin Recreation Complex
200 Fiddle Park Lane, Shelburne ON L9V 3C9
(519)-925-2400
cdrc@shelburne.ca

Please note the position you are applying for in the subject line. We thank all those applicants who apply and advise that only those selected for an interview will be contacted. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

The Centre Dufferin Recreation Complex has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Centre Dufferin Recreation Complex.