



*Naturally Spirited*

**The Township of Killaloe, Hagarty and Richards requires the following for the Round Lake Centre and Killaloe Outdoor Rinks:**

**Two Rink Supervisors (Killaloe and Round Lake)  
One Rink Manager (Round Lake)**

These are Contract Positions, beginning on or before December 16, 2024 and ending on March 15, 2025 weather permitting.

Supervisor's Duties will include, but not be limited to, opening and closing the recreation building, incident reporting, ensuring concession area is kept clean and tidy, keeping inventory and sales records, clean-up of the main rink area and bathroom at the end of each shift, assisting with special events and activities, and ensuring that all users of the rink facilities comply with applicable legislative requirements and municipal policies and by-laws pertaining to the use of municipal property. Must have own vehicle and valid driver's licence.

Manager's Duties will consist, but not be limited to installing and maintaining ice for the season, cleaning ice surface as required, maintenance and minor repairs to rink building and other rink infrastructure and ensuring that all users of the rink facility comply with applicable legislative requirements and municipal policies and by-laws pertaining to the use of municipal property. Must have own vehicle and valid driver's licence.

Please submit application, clearly marked "**Rink Supervisor**" or "**Rink Manager**" to the undersigned, no later than November 11, 2024 at 4:30 PM local time. Complete job descriptions for both positions can be picked up at the Municipal Office at 1 John Street, Killaloe, ON, or on our website at [www.killaloe-hagarty-richards.ca](http://www.killaloe-hagarty-richards.ca)

Tammy Gorgerat, Dipl.M.A.  
CAO/Clerk-Treasurer  
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**Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.**

**Please be advised that only applicants considered for an interview will be contacted.**