



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

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**The Village of Burk's Falls**  
Requires an  
**Arena Manager**

The Village of Burk's Falls is seeking a community minded individual with a strong attitude in customer service and excellence in facility operations. The Village of Burk's Falls is a picturesque small urban community with 1,000 residents within the Villages of Almaguin along Highway 11 just north of Cottage Country in Ontario.

The Village of Burk's Falls shares the Armour, Ryerson Burk's Falls Memorial Arena and Community Centre with two surrounding communities. The operations include both winter and summer ice availability. The position's hourly rate is currently \$24.00 to \$30.00 and requires a flexible 40 hour work schedule with weekday, weekend, day and evening shifts and emergency call-in.

This position is a working Manager and requires an individual with two years education and/or experience in mechanical and technical maintenance of ice resurfacing equipment and refrigeration systems, ice maintenance and plant operations, preference will be given to candidates with a Basic Refrigeration Certification. Other duties include maintenance/cleaning of facilities, supervising a team including scheduling, and knowledge of industry and administrative documentation for the effective and safe operations of the Arena. The successful candidate will possess excellent communication skills, bookkeeping and computer skills, and the ability to handle stressful and emergency situations with professionalism.

Applicants with proven leadership skills and necessary qualifications for this position are invited to submit a confidential resume with cover letter by March 6th, 2020 at 4:00 pm to

Nicky Kunkel, Clerk  
The Village of Burk's Falls  
Box 160; 172 Ontario Street  
Burk's Falls ON P0A 1C0  
E: Clerk@burksfalls.ca