



**Montgomery County Parks Department**  
9500 Brunett Avenue Silver Spring, MD 20901  
Phone (301) 495-2504

### **VOLUNTEER JOB DESCRIPTION**

**JOB TITLE:** Ice Facility Aide  
**LOCATION:** Wheaton Ice Arena  
**TIME:** Schedule determined weekly with supervising staff

#### **JOB DESCRIPTION:**

Montgomery County Ice Rinks provide a variety of programs for the public. These busy places attract hundreds of visitors of all ages and abilities. Ice Facility Aides help us to provide outstanding service and affordable ice skating opportunities to all county residents. Volunteers will be trained to work with the public in a variety of tasks that support the Wheaton Ice Arena.

#### **DUTIES AND RESPONSIBILITIES:**

1. Assist visitors
2. Work in skate exchange
3. Light administrative work
4. Assist in snack bar
5. Light custodial duties

#### **QUALIFICATIONS:**

1. Ability to demonstrate good customer service
2. Ability to work well with a diverse clientele
3. Ability to follow directions with accuracy and attention to detail
4. Ability to work with minimal supervision

#### **REQUIREMENTS:**

1. Minimum age: 14 years old
2. Background check/fingerprinting required
3. References
4. Ability to commit to a pre-arranged schedule

#### **TRAINING:**

On the job training provided by the Office Manager and other assigned staff.

#### **COMMENTS:**

This is an idea position for those seeking an opportunity to learn customer service skills and those who enjoy the Ice Arena.

#### **BENEFITS:**

May qualify for student service learning hours