Whittemore Center Arena
Operations Leader

Summary of Position: Whittemore Center Operation Leaders assist with tasks related to the daily operations of the facility. Operations supervisors work independently with guidance and direction of WCA professional staff members.

Qualifications: Ability to operate ice resurfacing equipment. Previous experience working in arena operations. All candidates must possess a strong work ethic, a high level of professionalism and a commitment to the University and their fellow Team Members on the staff.

Expected Hours: 10-15 hours per week. Specific hours are dependent based on programming needs. Must be available to work nights and weekends.

Rate of Pay: $9.75 per hour

Supervisor: Dan French – Whittemore Center Manager

Duties and Responsibilities:
- Operates ice resurfacing equipment
- Organizes and collects all needed paperwork for outside ice rentals
- Perform daily arena maintenance
- Perform ice maintenance duties
- Ensure building equipment and public use areas are safe and accessible
- Maintain daily ice schedule throughout shift
- Serve as point of contact and representative for Campus Recreation
- Work in conjunction with other departments and users to ensure customer satisfaction
- Open and close facility as scheduled
- Ensures building is locked and secured when closing
- Follows all applicable safety rules and procedures.
- Serve as building supervisor in the absence of professional staff

Certifications and Trainings:
- Must be able to attend department-wide and program specific trainings provided at the beginning of each semester
- Must be able to maintain current certifications for First Aid, CPR and AED
- Defensive Driving class required prior to working
- Valid driver’s license – must be able to pass motor vehicle background check

Typical Hiring Timeline:
- Operations Lead employees are hired at the beginning of the fall semester, however, additional hiring may occur during the year based on needs

About Campus Recreation: Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.

UNH Human Resources: The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.