



Dear Prospective Danbury Arena Applicant:

Thank you for your interest in Danbury Arena. Before you begin the application process, we would like you to know a few things about the Danbury Arena. Danbury Arena is owned by Floyd Hall Enterprises, a sports and entertainment company based in Northern New Jersey. The company owns and operates three facilities, Floyd Hall Arena and Yogi Berra Stadium on the campus of Montclair State University in Little Falls, NJ and Danbury Arena in Danbury, CT.

Some facts about Yogi Berra Stadium:

- The stadium hosts the Division III Montclair State Redhawks baseball program as well as an independent Minor League baseball team, the New Jersey Jackals.
- Yogi Berra Stadium opened in 1998 and has hosted numerous baseball games, charity events, concerts and special events. The stadium seats over 3200 people, plus an additional 2,000 in standing room.

Some facts about Floyd Hall Arena:

- The Floyd Hall Arena officially opened in March of 1998. The facility houses two NHL sized skating rinks, a pro shop, a concession area, an upstairs viewing area and Parabolic Performance and Rehab.
- The arena offers daily public skating sessions, learn to skate and learn to play hockey programs, numerous high school and the the Montclair Hockey Club Travel Hockey program and and both the North Jersey and Montclair Inside Edge Skating Club. In addition, we offer advanced training programs for children and adults in ice hockey and skating, special programs for faculty and students of Montclair State University, birthday parties, corporate events, summer camps, coaching seminars and a whole variety of other programs and events.
- We host numerous local and national special events and charitable fundraisers

Some facts about Danbury Arena:

- The Danbury Arena opened in September of 2001. The facility houses two NHL sized skating rinks, two concession areas, and a main arena with over 2200 seats.
- The arena offers daily public skating sessions, learn to skate and hockey programs, numerous high school and travel hockey programs and the Laurel Ridge Skating Club. We are the home for the Danbury Whalers professional hockey team, and the Western Connecticut State University Men's Club Team. In addition, we offer advanced training programs for children and adults in ice hockey and skating, birthday parties, corporate events, summer camps, coaching seminars, dry floor events, and a whole variety of other programs and events.

Philosophies and standards for employees of Danbury Arena:

- We expect all of our employees to offer the highest level of customer service. Remember that you are there for the customer, they are not there for you.
- We are all working towards a common goal, to provide the best and most positive recreation experience possible for our customers.
- We will have a team oriented approach to our facility. Everyone will work together and no job is more or less important than another. We will never speak the words “that is not my job” or “that is not in my job description.”
- Currently, we are only hiring for part-time positions.
- Due to the fact that Danbury Arena is a recreational facility, employees will often work late nights, weekends and holidays. Although we will try to be as flexible as possible, employees must understand that it will often be required that you work during weekends, holidays and late nights.
- Danbury Arena is an equal opportunity employer.
- All employees must be neatly groomed, clean-shaven and dressed neatly. Employees will be required to wear khaki pants and a uniform shirt. There will be no charge for your uniform shirt, however it must be returned upon leaving the company.

Thank you again for your interest in Danbury Arena. We look forward to you joining our team!

Sincerely,
Danbury Arena Management



Positions to apply for at Danbury Arena:

Office Staff:

Candidate must be friendly, outgoing, work well with others, and must possess strong customer service skills. Must be available for weekday and weekend shifts. Some responsibilities include, but are not limited to, answering phones, working with customers, light cleaning duties, data entry, etc. Candidates must possess some computer skills.

Arena Assistant:

Job responsibilities include customer service and light maintenance/custodial work. Applicant must be able to work weekdays and weekends, late nights and early mornings. Candidates must be highly motivated, have a pleasant demeanor, work well with others, be outgoing, have good communication skills, and willing to work flexible hours. Skating ability is a plus.

Skate Guards:

Responsible for the safety and positive experience of skaters at public sessions. Skate guards will supervise all aspects of public skating including skate rental, rule enforcement, customer service, entertainment and facility cleanliness. Candidates should have skating, first aid and customer service experience.

Shift Supervisor:

Act as management authority in absence of senior management. Must be available weekdays and weekends, early mornings and evenings. Job responsibilities include supervising all daily operations, supervising staff, driving the ice resurfer, ice maintenance, other light maintenance, and customer service. Applicant must be friendly and outgoing. Availability must be flexible. Must have cash handling experience.

Concessions:

Responsibilities include customer service, food preparation, cleaning and stocking, and the ability to work in a fast-paced environment.

Instructor:

Work with the hockey or figure skating director to ensure the highest quality and most customer-friendly programs possible. Assist with the development and curriculum of current instructional programs.

Maintenance:

Work under arena managers to ensure cleanliness of the entire facility.

If you are still interested in becoming a part of our team, please fill out the following forms and submit it to a manager. All paperwork will be kept on file for the possibility of future employment.



PLEASE FILL OUT THE FOLLOWING INQUIRY:

NAME: _____

DATE: _____

Are you trained in first aid or CPR? _____

Is your certification still valid? _____

Do you know how to ice skate? _____

If not, are you willing to learn? _____

Do you have any special certifications, experience or qualifications which would be helpful at Danbury Ice Arena?

Please describe any cash handling experience that you have had.

Please describe any customer service / office / clerical experience you may have?

Have you ever worked with children? If yes, please describe your experience.

Do you mind working weekends, late nights or early mornings? _____

Will you feel comfortable going out of your way to make each person that enters the arena have an enjoyable and positive experience? _____

Describe yourself with three words or less other than hard worker, pro active, or customer friendly. _____

If you are ready to be part of our team, please fill out the application and submit it to a manager.