

**STONEHAM ARENA  
FULL – TIME ARENA ASSISTANT MANAGER POSITION**

**Job Title:** Arena Assistant Manager  
**Supervision:** Reports to Arena Manager  
**Scheduled Hours:** 40 hours per week  
**Salary Range:** \$36,708 - \$43,590

**General Duties:** Responsible for the coordination, and safe and effective operation of the Arena facility, including ice maintenance and resurfacing; must be able to work evenings, weekends and holidays on a regular basis and during peak utilization periods as necessary and will be responsible for the supervision of one or more employees.

**Essential Functions:** Serves as night supervisor of the Arena; assists the Manager with the daily operation of the facility. Supervises and assigns duties to the night staff; maintains ice surface for a variety of ice-related activities which include operating, maintaining, monitoring, and keeping accurate records of resurfacing equipment to keep ice schedule on track with a high quality, level, and efficient ice surface. Assistant will promptly report any issues to the Arena Manager to avoid any interruptions of the Arena schedule. Assist in maintaining and providing custodial duties to ensure cleanliness and a safe environment for the facility, its visitors and guests; performs skate sharpening and basic cashiering; assists with customer service relations at skating events and performs other general building tasks such as helping with events. Maintains a positive working relationship with subordinates, peers, town management and the public; serves as backup to the Arena Manager; under the direction of the Arena Manager assists with the enforcement of all Town policies and procedures, as well as the standard operating procedures of the Arena; performs other related duties as assigned.

**Requirements:** Minimum of five years total experience; knowledge of the uses, management and promotion of ice facilities. Thorough knowledge of all applicable safety standards for sports facilities; Mechanical aptitude and demonstrated ability to safely operate machinery and perform minor repairs of equipment and/or facilities required.. Ideal candidate must be detail oriented and possess the ability to communicate with a broad spectrum of clients, external support services and staff. Knowledge of all equipment and machinery necessary to the operation of the Arena would be preferable.

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug test. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

Must possess a valid driver's license.

**Resume to:** Ginny Ray, HR Director  
35 Central Street  
Stoneham, MA 02180  
gray@ci.stoneham.ma.us

**Deadline to Apply:** Friday, February 28, 2014 at 12 noon

**ADA/EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

