



Cambridge Skating Club

Job Opportunity at the Cambridge Skating Club

The Cambridge Skating Club (CSC) offers outdoor skating in the city on a one-acre property near Harvard Square. In addition to skating, CSC members enjoy social activities, such as children's parties and family potluck suppers. The CSC supplements its weather-dependent outdoor skating with rented indoor ice time at a nearby rink. In March, at the end of the skating season, the CSC outdoor pond is drained, and the underlying clay tennis courts are refurbished. From the early spring through mid-fall, the facility is rented to the Cambridge Tennis Club (CTC). Like the CSC, the CTC organizes family social activities throughout its season. The CSC and CTC are separate clubs, run by volunteer boards.



WANTED: ASSISTANT FACILITIES MANAGER

Reports to: Facilities Manager

Summary: Responsible for assisting in the operation of a year-round recreational facility. The Assistant Facilities Manager works with the club's two other full-time employees (the Facilities Manager and Club Director), several seasonal assistants, as well as the Presidents of the CSC and CTC.

Qualifications:

- **Must enjoy outdoor work in all seasons.**
- **Prior experience with hospitality in a recreational club or sports facility.**
- **Knowledge of the operation and maintenance of outdoor equipment, such as snow-blowers, tractors, lawnmowers, tennis rollers and tennis-ball machines.**
- **General carpentry skills, as well as familiarity with electrical and plumbing systems.**
- **Courtesy, discretion and tact to work effectively with the members of both clubs.**
- **Residence in or near Cambridge is a plus.**

Specific duties include the following:

- **Maintaining the outdoor ice surface to best possible condition during the skating season. Maintenance work will require evening shifts on three to four days per week from December through February. Maintaining the ice during snowstorms requires occasional late nights and/or early mornings.**
- **Maintaining five clay tennis courts in best condition late April through mid-November. During the tennis season, alternating morning and evening shifts are required.**
- **Assisting with the set up of the tennis courts in the spring and the dismantling of the courts in the late fall.**
- **Maintenance of the clubhouse and grounds.**
- **Supervision of the CSC's rented indoor ice time.**
- **Assisting with the social and recreational activities of the CSC and CTC.**
- **Training, scheduling, and supervising part-time facilities staff assistants.**



Hours: Full-time (40 hours per week) position with some shifts required on weekends.

Benefits: Health insurance.

Salary: Commensurate with experience.

Please contact: info@cambridgeskatingclub.org.

The Cambridge Skating Club is an Equal Opportunity Employer.