



Medford

Medford Recreation Department
30 Forest Street
Medford, MA 02155
Phone: 781-393-2486

POSITION:

Stadium Supervisor

DEPARTMENT:

Recreation

HOURS OF WORK:

Non benefited, part time, seasonal position. Nights and weekend

SALARY:

hours\$18-\$22 per hour

REQUIREMENTS:

At least 18 years old

BASIC FUNCTION:

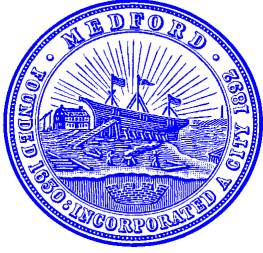
Reporting to the Recreation Facilities Coordinator, this position will be responsible for the oversight of recreational activities and events at Hormel Stadium, Hormel Street Hockey Rink and Andrews Soccer Fields.

RESPONSIBILITIES:

- Maintain a safe and clean facility at all times;
- Set up & Break down for events at the stadium and fields.
- Supervise Recreation staff in cleaning bathrooms and facilities;
- Support and monitor other shift staff including stadium attendants;
- Maintain and enforce Hormel Stadium schedule.
- Provide excellent customer service to patrons and organizations visiting the facility;
- Respond to questions and inquiries or direct them to the appropriate department.
- Fill out and complete documents including safety/security checks, cleaning checklist, and daily log report.
- Respond to emergencies including summoning EMS and provide basic first aid if necessary.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent written and verbal communications skills;
- Ability to work effectively and independently;
- Ability to problem solve, adapt, or interpret instructions accordingly.
- Understand how to prioritize tasks.
- Basic Adult / Child CPR , AED, and First Aid required. Training will be provided if applicant does not currently hold certification.



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Physical Requirement:

While performing the duties of this position, an employee may be required to sit, communicate, read, write and listen, in person, by telephone; use hands to operate office equipment and to assess, fix or operate building systems and equipment; and reach with hands and arms. Specific vision abilities required by this position include close vision and the ability to adjust to focus to read and operate equipment as necessary during the work assignment.

WORK ENVIRONMENT:

This job will require applicants to work in hot /cold environments and be outdoors.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Personnel Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply.