



CHARLES MOORE ARENA, INC.  
23 O'Connor Way  
P.O.Box 1441  
Orleans, MA 02653

CMA

Rink Manager

Position Description

The Manager is the chief executive officer of the rink and reports to the President of CMA and the CMA Board of Directors. The manager will be expected to attend CMA Board of Directors meetings to keep the board advised of matters of importance.

The Manager will be responsible for the programs; revenue and expense management, creation of an operating budget; staffing, including employment and scheduling; ancillary activities such as the pro shop and snack bar; and will oversee the management of the operation of the rink.

The Manager will be expected to promote the rink through development and marketing of existing and new programs, maintaining positive liaison with our active user groups and ice buyers to encourage existing and new activities, as well as liaison with local town units and sources of possible customers and supporters. The manager will also take an active role in fundraising programs and activities.

The Manager will strive to use the best practices available for continuing the focus of the organization as a safe, lawful, and positive community facility.

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#### Management Reporting-

The Manager will report to the President and Board of Directors, in part by attending Director's meetings. The manager will be expected to present strategic and tactical focus recommendations to the Board from time to time.

#### Management responsibilities-

The Manager will

be expected to create and enhance new and existing programs of the Rink and its users.

be responsible for revenue and expense management, including creation of an operating budget, proper controls of funds and assets of CMA, compliance with Federal, state and local requirements, and, together with the operating officer, developing a capital improvement and major repair / maintenance plan.

be responsible for hiring, overseeing proper training and scheduling, and control of salary and benefits of the CMA staff.

be responsible for the control of revenue, expense and inventory of the snack bar and pro shop and their activities.

be responsible for the management of the operation of the rink.

act as the marketing officer of the rink as to new and existing programs and developing and maintaining relations with new and existing customers. Take an active role in fundraising and grant activities and maintaining and developing good relations with new and existing donors.

#### Management Practices-

The Manager will be expected to provide a good example as to his or her actions as well as CMA to enhance our combined image as an addition to our Lower Cape and skating community