

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Boathouse maintenance
Department or Organization: Holyoke Rows
Address (Off campus only): 25 Jones Ferry Road

Desired No. of Hires: 2

Supervisor: Stephanie Moore
Office: 413 320-3134
Phone:
Email: smoore@holyokeyrows.org

Designee: John HooksDavis
Office: 413-387-5584
Phone:
Email: hooksdavis@gmail.com

General Job Description:

Workers will help with facility and equipment use, maintenance and repairs.

Detailed List of Duties:

Helping to re-build and organize kayak storage racks.
Helping to design and implement a QR code check out system for boats.
Regular maintenance on ergometers and rowing shells
Help with equipment when a program is in session

Opportunities for Advancement:

fiberglass repair, motorboat maintenance
rowing shell and kayak repair

Responsibility Involved:

Come to work when scheduled, willingness to learn the tasks needed.
Help carrying program equipment.

Skills and/or previous experience desired:

Some experience building and fixing things,
OR at a minimum, an interested in learning to doing those things.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Workers may make their own schedule around when supervision will be available. Usually that is weekdays and evenings until 7pm and Saturday until 2pm.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Stephanie Moore

Print Name of Supervisor

exec director

Title

2/8/24

Date

Please return completed form to drosado@hcc.edu