



Auburn Ski Club (ASC)

Box 729, Soda Springs, CA, 95728
(530) 426-3313 or fax (530) 426-3501
www.asctrainingcenter.org

The ASC is a non-profit organization operating a snow sports facility with Alpine, Snowboard, Nordic and Biathlon programs, clinics, competitions, social events with a 25km Nordic Center open to the public.

Position: **Administrative Assistant | Office Manager**
Employer: Auburn Ski Club. Inc. (ASC)
Reports to: Executive Director and Accounting Manager
Employment period: Average of 40 hours weekly November through April.
June through August off
Average of 25 hours weekly May, September, October
Compensation: Hourly range: \$24 - \$26+ depending on experience
Benefits: Per employee handbook and employment agreement

Function:

Responsible for a wide range of administrative tasks necessary for the operation of ASC Training Center. Participates as a member of, and works hand-in-hand with the leadership team that includes the Executive Director, Accounting Manager, Program Directors and Operations Manager.

Responsibilities:

1. Implement and manage the participant registration process that includes, but not limited to, managing the registration platform and website content for seamless continuity, ensuring accurate data collection that adheres to company policies and procedures that will ensure enrollment steps are completed prior to members participating at ASC. Responsible for rosters, reports and access to member information as needed by the coaching staff. Works with the Accounting Manager and ED to certify registration financial accounting across disciplines is complete including athlete invoicing for travel expenses.
2. Fulfills a vital customer service role with members and guests both on-site and on-line through the registration process. Works closely with the leadership team to ensure communication is timely and consistent with the goal of educating all members and guests to provide a successful experience at ASC.
3. Fills the point person role in the leadership team developing and executing marketing and recruitment strategies that adhere to the ASC Mission. These tasks include, but are not limited to, advertising, website content, overseeing social media, accomplishes a schedule of regular newsletters, creating graphics, printed and electronic collateral materials, event promotion, pre and post event press releases.

4. Work with the ED and Accounting Manager to develop the annual marketing/recruitment budget. Prepare reports for the Board of Directors, Program Directors, ED and Accounting Manager.
5. Additional administrative tasks include, but not limited to, office management, accounting, POS counter sales, trail passes, distribution of information, answering phones, radio communication, race administration, XC equipment lease and rentals.
6. Complete special projects and duties that may be assigned from time to time.

Qualifications:

1. General knowledge of snow sports and youth athletics
2. Have a passion for winter sports and a willingness to be part of ASC's mission to inspire life-long winter sports enthusiasts.
3. Proven customer service skills working with all ages of athletes and families and assisting them in fully enjoying the winter sports opportunities ASC provides.
4. Proven skills in graphic design, website management, social media and email communications.
5. Proven organizational, communication and writing skills
6. Computer competency – word processing, spreadsheets, email and internet
7. Ability to work safely in winter weather and all snow surface both on and off skis.
8. Ability to perform tasks that may require lifting up to 50lbs on and off snow
9. Ability to work as part of a team and be productive when unsupervised
10. Completion of background screening and Safesport