



Club Administrative Assistant Job Description

Cochran's Ski Club provides families with a supportive community dedicated to the affordable pursuit of alpine ski racing and a life-long love of skiing. Our racers range in age from 6-21, and participate in all levels of alpine racing, from home-hill fun races, to Northern Vermont Council races, high school racing, U.S. Ski & Snowboard scored races, and FIS races. Ski Club families are active participants, providing volunteer support for racing, training, and social activities. The Club is hiring an Administrative Assistant, a vital and valued member of the Ski Club community.

The Club Administrative Assistant's primary responsibility is to facilitate the operation of the Club to foster a safe, positive and fun environment for Club athletes and families. The ideal candidate will nurture and maintain the Cochran skiing philosophy, promote the enjoyment of skiing in and out of the racecourse and encourage the vitality of the Ski Club. Strong communication skills and a demonstrated ability to work collaboratively with others are essential. The Administrative Assistant will report to and work with the Program Director and support the efforts of the Program Director and the Ski Club Board in the Duties described below.

The position is envisioned to require approximately 5-15 hrs/week during the spring and early summer (April - June) and 20-40 hours per week over the remainder of the year. The arrangement of working hours each day is generally flexible with the exception of evening and weekend work required specific to meetings, activities, and events. With the exception of in person meetings and events, the work will be remote.

Duties of the Club Administrative Assistant:

1. Ski Club Communications Management
 - a. Communicate with Club board, athletes and parents, program director, coaches, ski area staff, and other clubs under the direction and with the support of the Program Director
 - b. Utilize Club-sanctioned communication tools
 - c. Attend Club board meetings to provide updates on Club registration, events, and regional and state council news
 - d. Maintain Club website and social media pages
 - e. Additional duties as assigned

2. Cochran's Ski Area-Hosted Race Administration
 - a. Communicate established race dates to Club members and staff
 - b. Organize and coordinate Club-hosted races held at Cochran's, in conjunction with the Program Director, member volunteers, and the Ski Area
 - c. Maintain race announcements, online registration and race information on AdminSkiRacing.com and VARA website
 - d. Maintain registration and start lists and online timing system entries
 - e. Order awards

(continued)



3. Ski Club Compliance Oversight
 - a. Share up to date U.S. Ski & Snowboard and Vermont Alpine Race Association memberships (VARA), fees, and other requirements and track member compliance
 - b. In coordination of Program Director, communicate significant U.S. Ski & Snowboard, VARA, or NVC rule changes and updates to Club members
 - c. Verify U.S. Ski & Snowboard and VARA membership status of Club racers, coaches, and officials and coordinate with Program Director on any needed communication
 - d. Maintain Club registration with U.S. Ski & Snowboard and VARA
 - e. Assure Club's insurance programs are up to date

4. Ski Club Membership Coordination
 - a. Forecast upcoming season membership
 - b. Update and post Ski Club membership and financial assistance applications
 - c. Maintain registration system
 - d. Maintain membership database
 - e. Setup member communications systems via group messaging
 - f. Prepare annual welcome letter and coordinate volunteers
 - g. Obtain annual membership feedback

5. Ski Sale Administration
 - a. Identify member volunteers for key roles
 - b. Support ski sale marketing activities during dryland training including sign prep, volunteer trainings and promotional efforts leading up to the sale
 - c. Provide on-site support during sale (first weekend of November)

Minimum Qualifications:

- Previous administrative or equivalent experience
- U.S. Ski & Snowboard alpine race administration or alpine official license, or willingness to attain certification prior to commencement of work including the ability to meet U.S. Ski & Snowboard SafeSport and Background Check requirements
- Ability to manage a group of volunteers
- Physically able to handle the demands of the job such as traversing snow and ice at the base of the race hill, accessing the timing area, etc.

Preferred Qualifications:

- Previous alpine racing experience
- U.S. Ski & Snowboard Alpine Official certification
- Proficiency in Microsoft Office and Google software suites
- Willingness to learn new technology and simple coding

To apply for this position, please submit a letter of interest and resume to Cochran's Ski Club Board of Directors: hello@cochranskiclub.com