



## **Auburn Ski Club (ASC)**

P. O. Box 729, Soda Springs, CA, 95728

[www.asctrainingcenter.org](http://www.asctrainingcenter.org), (530) 426-3313

Auburn Ski Club (ASC) is a historic non-profit organization that has been dedicated to providing snow sports to the greater Northern California region since 1928. Today, ASC operates a snow sports Training Center on Donner Summit that provides athletic programs, USSS/FIS competition/training venues and youth snowsports teams ranging from entry to elite level for Alpine, Snowboard, Nordic and Biathlon. The TC cross country venue also operates as a 25km Nordic Center open to the public.

**Position:** Administrative Assistant  
**Employer:** Auburn Ski Club Inc.  
**Reports to:** Operations Manager and Executive Director  
**Employment:** Average 4-5 days a week, weekends/holiday days, midweek days/evenings from late November through March.  
**Compensation:** \$22 - \$25 an hour DOE, paid bi-weekly  
**Benefits:** Per employee handbook and employment offer

### **Function:**

This position staffs the Training Center front office interfacing with members. In addition, this position provides a wide range of day-to-day administrative support to the leadership team consisting of the, Operations Manager, Program Directors, Accounting Manager, Program Administrator and Executive Director.

### **Responsibilities and Duties:**

1. Duties in this public facing role with members, guests and staff include, but are not limited to; staffing the Training Center front desk, answering phones, radio communications, day and seasonal trail pass sales, XC rentals, point of sales, daily communication to members such as flyers, video screens, SMS and email communications to members, and answering a lot of questions. Operational tasks such as, snow removal (shoveling), safety rope lines, signage and closures around the facilities and light cleaning after busy activities.
2. Responsible for a variety of administrative tasks assigned by the leadership team that can include, pre-race and race day organization, organizing volunteers, team communication, team administration, program registration, creating and distributing flyers and social media graphics.
3. Adheres to ASC policies and procedures, risk management and operational procedures. Conduct job responsibilities and operations to support the ASC mission. Provide constructive input, and create a positive inclusive environment for all members and guests experiencing ASC and enjoying snow sports.
4. Carry out additional responsibilities and duties not included in this job description that may be assigned from time to time by your supervisor or ASC management.

**Qualifications:**

- Proven customer service skills working with all ages of athletes and families and assisting them in fully enjoying the snow sport opportunities at ASC.
- Ability to work in a fast-paced environment as part of a team and be productive when unsupervised.
- Proven organizational, communication and writing skills, computer proficiency.
- Experience with marketing, graphic design and social media preferred.
- Ability to work safely in winter weather and perform duties on all snow surfaces both on and off skis/snowboard.
- Ability to perform tasks that may require lifting up to 50lbs on and off snow.
- Successful completion of company and state employment requirements.

**This job description is not an employment agreement or contract. ASC has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.**