

BLIZZARD SKI & SNOWBOARD SCHOOL POSITION DESCRIPTION

Title: Member Services Associate

Reports to: Office Manager

The Member Services Associate is responsible for assisting in customer service activities and supporting the operations of Blizzard Ski & Snowboard School. This part-time, seasonal position will perform various administrative and clerical duties to support our nearly 1200 members and 150 staff.

DUTIES AND RESPONSIBILITIES:

- Assemble welcome packets for all members and staff
- Assist with weekly trip preparations
- Enter instructor lesson hours weekly using Excel
- Coordinate membership lost and found
- Prepare donation certificates and mailings
- Other duties or projects as assigned

PERSONAL SKILLS & ABILITIES:

- High dependability
- Detail oriented
- Results focused
- Natural problem solver
- Organize responsibilities to meet deadlines
- Effective, consistent communication skills
- Ability to work independently and in a team environment

QUALIFICATIONS & EXPERIENCE:

- Previous experience in administrative office work
- Proficiency with Microsoft Office suite and Google applications
- Ski and snowboard industry knowledge preferred, but not required

WORK ENVIRONMENT:

- Direct contact with staff, parents, and industry professionals
- Office and computer work
- In-office with some remote flexibility
- Blizzard Ski & Snowboard School staff must be fully vaccinated against COVID-19 and agree to adhere to all Blizzard COVID-19 protocols.

COMPENSATION:

5-10 hours per week, November – March, Fridays 9am-3pm + one flex day
\$15-17 per hour depending on qualifications and experience

TO APPLY:

Send cover letter and resume to Kris Ebert, Office Manager, at office@blizzardmn.com.
Applications close October 30, 2021.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.