

## **Chalet/Office Manager**

### Responsibilities:

- Overseeing day-to-day Chalet management
- Hiring, Scheduling, and Training Chalet Staff
- Season Tickets Development
- Ordering, Organizing and management for four areas: Ticketing, Merchandise, Snack Bar and Office.
- Office management - phones, emails and organization
- Cleanliness and Appearance of Chalet
- Assist PHD and ED with set up and execution of POS System and online eCommerce system.
- Work with ED and PHD for chalet set-up for special events, races, birthday parties, etc.
- Help with Social Media Interaction and Management
- Telephone and Email communications

### Pay:

- \$14-\$16/hour
- Part-time position
- Must be available to work weekends