



Mount Ski Gull Chalet/Office Manager

Summary: The Chalet Manager will oversee chalet day-to-day operations at Mount Ski Gull

Skills needed: Leadership and problem-solving, staff management, basic computer skills, POS system, customer service

Job Roles and Responsibilities include, but are not limited to:

- Overseeing day-to-day chalet hiring, scheduling, and training of staff.
- Season tickets and tubing pass development and management.
- Sales Management.
- Group/Program Scheduling.
- Assist in implementation and/or planning of special events.
- Assist with registration and scheduling of all programming.
- Cleanliness and appearance of chalet.
- Ordering, organization and management of: ticketing, merchandise, rental, and office
- Office Management- phones, emails, organization
- Cleanliness and Appearance of Chalet
- Other duties as assigned.

Requirements:

- 18+
- Customer service experience
- Seasonal Part-Time or Full-Time position, minimum time requirement of 25 hours per week, preferably someone who can work 30+ hours/week
- Start Date October 1st
- Must be available to work weekends starting November 1st