

Job Title: SARS Administrator

Supervised By: SARS Program Director

Duration of Position: Annual

Hours: Part time summer months and full time fall & winter months. Must have flexible schedule with the expectation of being extremely busy during fundraisers and other club events.

Summary: Candidates must have experience in some (not necessarily all of the functions listed below) Must have working knowledge and or ability to learn; QuickBooksPro, Word, Excel, and Google docs. Administrator must be able to communicate well with parent's volunteers and other employees. Able to ski/ride and have knowledge of youth sports, preferably ski racing. Human resource experience preferred. Positive attitude, hard working, self-motivated, flexible, and ability to multi-task are essential tools.

Pay:

TBD based on experience.