



Higher Ground Sun Valley

Job Description

Current as of September 2021

<b>Position Title</b>	Higher Ground Mountain Desk Staff
<b>FLSA Status</b>	Non-Exempt
<b>Reports To</b>	Adaptive Sports Coordinator
<b>Compensation</b>	Hourly, Part-Time (Average 20 hours/week)

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The Dollar Mountain Desk position requires a friendly, organized individual with exceptional communication skills, as they will be communicating with guests, seasonal ski instructor staff, Higher Ground participants, full time staff and Sun Valley employees.

Administrative:

- Provide primary receptionist duties; answer phone calls and questions in regards to the Higher Ground Adaptive Ski School.
- Proficiency in office platform and other software programs as necessary.
- Assist participants in registration for programming.
- Field questions related to Higher Ground's Adaptive Ski School.
- Organize office supplies and ski equipment as necessary

**Key Interfaces:**

- Adaptive Sports Coordinator
- Ski Instructor Staff
- Program Managers
- Volunteers
- Participants

**Position Scope:**

Number of Employees Supervised: 0

Number of Volunteers Supervised: Directly: 0      Indirectly: Hundreds

Geographic Information: Sun Valley, Idaho

**Physical Requirements:**

Dollar Mountain Desk Staff role may require:

- Regular interaction with participants, parents and donors.
- Occasional lifting of equipment and gear up to 50 pounds
- Being flexible and adaptable

*The above statements are intended to describe the general nature of work performed by the employee in this job. Specific duties and responsibilities may vary by position.*