



Higher Ground Sun ValleyU

Job Description

Current as of September 2022

Position Title	Higher Ground Mountain Desk Staff
FLSA Status	Non-Exempt
Reports To	Adaptive Sports Coordinator
Compensation	Hourly, Part-Time

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, volunteers, 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.
- Implement intake process and scheduling of lessons.

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
- Weekend work required

To apply, please send resume and cover letter to Maggie Johnson by October 12th, 2022

maggie@highergroundusa.org
715.651.4996

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.

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