



JOB OPENING

Operations and Volunteer Coordinator

Be an essential part of your community as the Operations and Volunteer Coordinator (OVC) of the Washington State Ski & Snowboard Museum on Snoqualmie Pass. This part-time paid position is perfect for an outgoing, energetic, organized person with community connections on Snoqualmie Pass and/or in the ski industry.

Duties & Responsibilities: The main duties of the OVC are to recruit, train, develop and maintain a crew of volunteers to staff the museum during open hours (currently Saturdays & Sundays, 12-5 pm and eventually Wednesdays-Sundays, 12-5pm). If you are unable to find volunteers to work the shifts, it will be your responsibility to staff the museum during those times. Coordinating light maintenance (lightbulbs, etc.) at the museum is also part of the job.

Skills & Qualifications: An essential part of this job is community connections, relationships and independence. A successful applicant will enjoy socializing and building community. The ability to train and inspire others is a must. Some light computer skills (setting up volunteer schedule, sending reminders, selling items at the museum shop) are also required. An interest in the ski & snowboard industry and/or history is valuable. Experience in customer service, sales, marketing, operations, or supervision, would be helpful, but not required.

Salary & Perks: The salary for this position is \$750 per month and expected hours are approximately 10 hours per week (though could be less if you develop a large group of volunteers). Hours are completely flexible and on your own schedule. Perks include a free meal at Commonwealth during your shift, discounts on outdoor gear and clothing, and other volunteer perks as they are developed.

**Interested applicants should send a letter of inquiry and resume to info@wsssm.org. Position is available immediately, beginning April 2021.

**For more information about the Washington State Ski & Snowboard Museum, visit www.wsssm.org. The museum is located at 10 Pass Life Way, Snoqualmie Pass, WA.