

August 2017



Part-time, seasonal position available: **Passport Program Lead**

Colorado Ski County USA (CSCUSA) is the not-for-profit trade association representing twenty-two ski resorts throughout Colorado. Based in Denver, the organization focuses on Marketing, Public Policy and Communications.

The 5th & 6th Grade Passport Programs are an integral part of our trade association and exist to provide children with an opportunity to ski or snowboard at our state's beautiful, diverse and exciting ski areas. The Passport Program Lead is a seasonal position and will supervise two Program Coordinators tasked with the execution and fulfillment of this program. The ideal candidate for this position must possess strong customer service and organizational skills, have in-depth knowledge of Colorado ski areas and a passion for helping families enjoy Colorado's signature winter activity.

Primary Responsibilities:

- Report to the CSCUSA Program Manager
- Oversee all aspects of contact with parents and teachers registering 5th and 6th grade students for the program, including responding to emails, phone calls and other inquiries
- Assist in supervising Program Coordinators to ensure consistent and adequate scheduling during operating hours, order fulfillment and timely and professional customer service
- Oversee and help to complete the processes involved with the printing of all passes, including the maintenance of printing equipment
- Execute mailing and maintenance of databases
- Oversee inventory of all program supplies
- Data entry, envelope stuffing, mailing of passes and management of workflow for program staff
- Lead for printing and mailing of the [Gems Card](#) program

Qualifications:

- Strong customer service skills
- Multi-tasking
- Writing skills
- Proactive, solid analytical skills, detailed oriented
- Resourceful problem solving
- Ability to supervise others
- Strong interpersonal and management skills
- Proficient in Microsoft Word, Microsoft Outlook and Excel
- Basic knowledge of WordPress or other similar CMS
- Experience supervising or leading teams a plus
- Experience dealing with parents/families a plus

Additional Desired Qualifications:

- Basic knowledge of Spanish language a plus

Compensation and benefits:

- August – February, 18-20 hours a week, Monday-Friday
- \$12-\$14/hour depending on experience.
- One VIP Pass which allows one day of skiing/snowboarding for the Passport Lead at each of 21 participating member resorts

How to Apply:

Interested persons who meet the minimum required qualifications should forward their resume and cover letter mentioning the position for which they are applying to:

employment@coloradoski.com (please put *Program Lead* in the subject line)

-or-

Employment
Colorado Ski Country USA
3773 Cherry Creek Drive North
Suite 955
Denver, CO 80209

Colorado Ski Country USA will consider all qualified applicants on the basis of their resumes. Subsequently, CSCUSA will identify a set of finalists and will schedule interviews with those applicants. Submission of a resume will not necessarily result in an interview. CSCUSA will not respond to telephone inquiries as to the status of individual applications.

Application Deadline:

July 19, 2017