



ASPEN VALLEY SKI & SNOWBOARD CLUB

AVSC POSITION DESCRIPTION

Admin Manager | June, 2016

Position Title: Administration Manager

Reports To: Executive Director

Job Objective:

The Administration Manager oversees and executes critical functions in several areas of operation, while being a friendly and welcoming first point of contact. The Administration Manager enlists and inspires ongoing volunteer support, influences the public face of AVSC and ensures program support is provided through the smooth functioning of the administrative office.

Scope:

The Administration Manager works under the general supervision of the Executive Director and has frequent interactions with the full spectrum of wonderful people connected with AVSC including: athletes, parents, staff, Board members and vendors. The Administration Manager frequently makes independent decisions balancing program, financial, image, service and relationship considerations. Knowledge of AVSC programs and priorities is essential. The Administration Manager also supervises numerous short-term volunteers.

Duties and Responsibilities:

Program Excellence

- Assist with content generation for Program Guide
- Coordinate revision and distribution of all enrollment materials
- Coordinate all registration filing including turn-over of registration files
- Input registration information into Education Edge for all Team programs and all online enrollments
- Update team parent and participant contact information on ongoing basis
- Provide administrative support for competitive disciplines as needed
- Oversee a master calendar that includes all discipline events

Organizational Fitness

- Order all office supplies
- Oversee office machine maintenance and/or service needs: this includes copier/printer, phone system and computer network
- Oversee all mailing needs – including drop-offs at Post Office, opening and sorting mail
- Assist/coordinate bulk mailings
- Ensure proper forms are completed by new hires and contact information is recorded in database
- Provide network, email, phone and database access to new hires
- Provide basic training to new database users
- Coordinate filing of insurance information: work comp claims, driver lists, etc.
- Enter all donation data into Raisers Edge
- Update donor contact information on ongoing basis

- Provide support for Board of Directors: compile binders for new members; distribute information; organize room and refreshments
- Identify and supervise administrative volunteers
- Assist Executive Director with projects as needed

World-Class Image

- First point of contact for all walk-ins – ensures all have a positive interaction with AVSC
- First point of contact for all general phone calls
- Greet and help parents enrolling children in all programs
- Maintain knowledge of team travel schedules and coach contacts
- Oversee locker allocations
- Help Facilities Manager coordinate vendor contacts on all building and property issues

Financial Strength

- Generate all donor acknowledgment letters
- Organize Scholarship books and mail out scholarship thank you letter asks
- Attend and assist at fundraising events as needed