

# U.S Alpine Ski Team Administrator



Phone :

Web : <https://www.us Skiandsnowboard.org/>

## Job Summary

---

Vacancy :

Deadline : Apr 10, 2025

Published : Mar 08, 2025

Employment Status : Full Time

Experience : 1 - <3 Years

Salary : \$65,000

Gender : Any

Career Level : Any

Qualification :

## Job Description

---

**CLASSIFICATION** Year-round; Full-time

**FLSA** Exempt

**REPORTS TO:** Joint reporting to the Men's and Women's Alpine Head Coaches

**LOCATION** USANA Center for Excellence, Park City, UT

**TRAVEL** 10%-15%

**SALARY** \$65,000

**BENEFITS:** Comprehensive health insurance package; 401k with 4% company match; generous flexible time off; industry perks; access to athlete gym; weekly staff lunch if on-site; hybrid work schedule if on-site (minimum three days in office).

U.S. Ski & Snowboard is seeking an Alpine Ski Team Administrator. This is a full-time, beneficial position eligible for our full benefits package including medical insurance and retirement. For inquiries or help with your application, please email HR@usskiandsnowboard.org.

### **SUMMARY / OBJECTIVE**

The Alpine Ski Team Administrator provides administrative assistance and support to the U.S. Alpine Ski Team. The administrative responsibilities for the teams include but are not limited to communication of respective team activities, organizing team travel and transportation logistics and managing all of the team accounting and general athletic and administrative duties as they relate to team operations. The position is very dynamic as it requires direct interaction with the team (coaches and athletes) and other departments of U.S Ski and Snowboard. It requires leadership skills for communication and implementation of the athletic plans that are designed by the athletic staff.

### **About Us:**

U.S. Ski & Snowboard is committed to lead, encourage, and support athletes in achieving excellence and making the United States of America the Best in the World in Olympic skiing and snowboarding. We are committed to fostering, cultivating and maintaining a culture of diversity, equity, and inclusion by creating an environment in which diversity is valued, equity is striven for, and inclusion is embraced.

### **ROLES & RESPONSIBILITIES**

#### Athlete Experience

1. Coordinate aspects of worldwide travel for staff, athletes and support personnel (flights, hotels, ground transportation, etc...)
2. Coordinate operational logistics including housing, meals, etc...
3. Manage all uniform ordering and distribution for the Alpine Team
4. Attend select major team projects potentially including: World Cups, World Championships, National Championships, and Olympics
5. Support Coaches in WC entries and rooming
6. Liaison between national team and select equipment suppliers
7. Work with Medical to book Doctor and rotational ATC travel
8. Communicate all information from the USANA COE office that relates to the Teams (ie. US Ski and Snowboard procedure updates, USOPC assistance updates, USADA updates, WADA updates, FIS updates etc.)
9. Annually coordinate team photo
10. NA, EC and FIS Team entries when appropriate
11. Manage all athlete administration matters

#### Operational Excellence

1. Follow US Ski and Snowboard rules and procedures as they relate to administration
2. Annually produce and update phone/email directory for staff, athletes
3. Drive internal communication with office staff, other departments

#### Financial Performance

1. Manage budget operations and tracking for Alpine Team
2. Lead budget review sessions with Finance Team
3. Adhere to essential business directives as set forth by the organization
4. Ensure timely, accurate and ethical expense reporting for Alpine Team
5. Manage and prepare monthly projection and analysis of operations budget for individual teams based on project templates
6. Participate in one year planning including budgets, preparation and competition period schedules
7. Ensure that operational plans are compatible with budget plans

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbents must be able to lift up to 25 pounds (50 with assistance), climb, stand, stoop and work outside in all weather conditions. Job requires travel and work on weekends, nights, holidays and on-call basis.

### **COMPETENCIES & EXPERIENCE**

1. Understands and agrees with US Ski and Snowboard's values; team, accountability, loyalty, respect, integrity and perseverance
2. Attention to detail is crucial
3. Requires initiative and creativity
4. Proven organizational and leadership skills
5. Effective verbal and written communication skills
6. Computer proficiency with Microsoft office and excel
7. Strong time management skills and works well under pressure
8. Proven competence in managing logistics for major events
9. Budget planning and accounting experience
10. General knowledge of alpine ski racing
11. Some travel, WC (Nov), One European WC trip, WSC or OWG and US Nationals

### **SUPERVISORY RESPONSIBILITIES**

None.

### **INTERVIEW PROCESS**

- ☒ 1 way video interview through SparkHire
- ☒ Interview with Alpine Sport Directors
- ☒ Interview with Chief of Sport

### **U.S. SKI AND SNOWBOARD EEO STATEMENT**

U.S. Ski & Snowboard is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. U.S. Ski & Snowboard's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

**Education & Experience**

---

**Must Have**

---

**Educational Requirements**

---

**Compensation & Other Benefits**

---