



DISABLED
SPORTS
EASTERN
SIERRA

POSITION DESCRIPTION

Position Title: Administrative Assistant
Program: Disabled Sports Eastern Sierra
Reports to: Finance Director

Compensation: \$12.00-\$16.00 per hour, DOE
Supervises: none
Status: Full-time ~ winter

OVERVIEW: The Administrative Assistant is the key to smooth daily functioning of the organization. The Administrative Assistant provides the first and last impression for all guests, takes reservations and answers questions for guests and volunteers, and supports fundraising and outreach efforts for the organization. The Administrative Assistant has an integral role supporting Disabled Sports Eastern Sierra's dynamic operations in a fast-paced office environment.

PRINCIPLE DUTIES

- Provide high level customer service for visitors, volunteers, athletes and their families, donors, and guests
- Assist volunteers and guests throughout the day including but not limited to: taking student reservations and confirming lessons, tracking volunteer hours, and communicating earned hours to volunteers
- Assist staff with scheduling volunteers to meet lesson demands, fundraising events, and special events
- Ensure that day to day operations run smoothly
- Meet and greet all guests, offering directions and assistance as needed
- Process paperwork and payments for lessons
- Process donations and prepare donor acknowledgment letters
- General office duties including but not limited to:
 - Answer phones and check voice mail
 - Track all needed statistics and create requested graphs
 - Data entry
 - Maintain all needed forms for the organization
 - Assist in creating and distributing the newsletter
 - Maintain office supplies for the organization
 - Maintain tidiness of office and surrounding area
- Support and assist other DSES staff with operational needs
- Support fundraising and donor solicitation when appropriate
- Attend workshops, events, and training seminars when appropriate

PUBLIC RELATIONS

- Assist with external communications with volunteers, guests, and the broader community
- Share information on upcoming events and operations with athletes, volunteers, and caregivers
- Assist with program promotion

- Assist with fundraising and special events
- Write articles, Public Service Announcements, newsletter articles when needed

QUALIFICATIONS

- High School Graduate or equivalent. College degree in a related field preferred
- Experience in high level guest service
- Ability to problem solve in a dynamic environment
- Must be a strong self-starter with good organizational, computer (Microsoft Office suite) and communication skills, and be able to make independent decisions in meeting well-defined objectives

WORKING CONDITIONS

- In office: ~ 100%
- Able to work comfortably in a fun, hectic environment.
- Extended time spent at a desk working on a computer.
- DSES follows Mammoth Mountain Ski Area's grooming standards (provided on demand)
- Lift ~ 30 lbs