



## Bromley Outing Club Position Profile

**Position: Race Administrator**

**Position type: part time, seasonal – January thru March**

### Summary:

The BOC Race Administrator is a key player in making race events and competitions run smoothly on the mountain. This is a unique role in that hours will fluctuate based upon race schedules. The Race Administrator will be responsible for race entries and documenting results for competitors and will work with large groups of volunteers to meet the needs of each unique race or event. The ideal candidate for this job will have previous experience in or knowledge of ski racing, however, we are willing to train the right fit. If you enjoy ski racing and on-snow events and want a front seat for all the action this winter, please apply today!

### Responsibilities:

- Assist in the paperwork and tasks required to document and facilitate race entries and results for competitors
- Complete clerical duties required for the department, for events, and/or assigned
- Organize and assist large groups of volunteers for each event as needed
- Be able to learn and use timing systems and equipment

### Qualifications:

- Be comfortable working in a fast-paced environment with periodic slow times
- Have basic computer skills and be willing to be trained to use job specific software and programs
- Must be able to ski or ride to event sites
- Be able to work flexible hours with a schedule that varies with event needs and volume – we run 15-20 races on weekends between January and the end of March
- Have strong people skills and be a team player

### Supervision:

The Race Administrator reports directly to the Executive Director.

### Compensation and Benefits:

- Salary commensurate on experience
- Season Pass
- Resort discounts at Bromley Mountain
- Dependent program tuition and discounts

Apply online here:



or email your resume and cover letter to [jointheteam@bromleyoutingclub.com](mailto:jointheteam@bromleyoutingclub.com)