



Race Administration/Secretary Job Description

Position: Race Administration/Secretary

Updated: 9/1/21

Supervisor: Race Coordinator

Overview:

Pats Peak is looking for a person to administer all race duties for High School, Corporate and College races.

Responsibilities:

- Work directly with Race Director to organize schedule.
- Send contracts to High Schools that are training. (8 teams +/-)
- Provide a detail oriented office schedule that accounts for all billing.
- Send out weekly Corporate Race League Newsletter.
- Basic computer skills, Microsoft, Excel, Siriusware.

Work Schedule:

- Monday – Thursday afternoons and evenings.
- Some weekend races. (2 or 3)

Candidate Qualifications:

- Should have basic knowledge or ski racing.
- Able to ski or ride at an intermediate level.
- November/December is part time, 15-20 hours a week.
- January, February is Full Time.