



AVSC Position Description

2024

Position Title: Clubhouse Manager

Full-time, year-round-Exempt

Reports To: Executive Director

Job Objective

The Clubhouse Manager serves as a welcoming first point of contact for AVSC, providing a warm and positive service-oriented experience for all internal and external stakeholders. This role requires a knowledgeable and supportive leader, familiar with every aspect of Clubhouse life and culture, who ensures effective program support through efficient executive office operations. Acting as a proactive and detail-oriented Clubhouse Manager, this individual oversees and coordinates all administrative functions, fosters a positive work environment, manages office logistics, supports staff, and handles daily operations.

The ideal candidate is a highly organized, personable professional with a knack for keeping things running smoothly. The Clubhouse Manager frequently makes independent decisions to balance program requirements, financial factors, reputation, and service on behalf of AVSC.

Weekend availability (Saturday and Sunday) may be required from early December through mid-April, with a flexible schedule.

Duties and Responsibilities

- Serve as the primary point of contact in the AVSC office, handling phone calls, greeting visitors, meeting with vendors, and more.
- Act as the internal expert on our registration and athlete management software.
- Support Program Directors with program registration processes.

- Serve as the go-to for office management tasks, including overseeing equipment, IT, building maintenance, office supplies, phone systems, and vehicle registration.
- Schedule and manage building maintenance services such as elevator upkeep, fire alarm and extinguisher checks, boiler maintenance, and emergency drills.
- Coordinate and file insurance documents, including driver lists and accident reports.
- Manage AVSC season pass lists in coordination with Aspen Ski Company.
- Track and log weekly training emails for coaches, organized by discipline.
- Oversee a master calendar for AVSC events, competitions, and meetings.
- Handle, report, and follow up on all workers' compensation claims.
- Support onboarding for new and rehired staff by:
 - Ensuring completion of required paperwork.
 - Setting up network, phone, and database access.
 - Providing basic training on the registration and athlete management software.
- Manage scholarship records, notifications, and thank-you letters.
- Coordinate and track volunteer participation, maintaining clear communication with all volunteers.
- Assist the Race Director or Assistant with race worker communication.
- Participate in fundraising events, offering on-site assistance as needed.
- Support the ASK Director at all down-valley registration and equipment events.
- Assist the Executive Director and Administrative Team as needed.
- Undertake special projects as required.

Qualifications

- Two to four years of relevant experience preferred.
- Spanish language skills are a plus.
- Proficient in Microsoft Office Suite and comfortable with computer technology, with the ability to learn new software and tools quickly.
- Detail-oriented, highly organized, positive, and team-oriented.

Physical Requirements

- Ability to lift and carry objects weighing up to 50-75 pounds.

- Willingness and ability to work in inclement weather conditions.
- Reasonable accommodations may be provided to assist individuals with disabilities in performing essential functions.

Salary Range and Benefits

- \$55,000 – \$70,000.
- The position includes a competitive benefits package, which features an Aspen Snowmass winter season pass, retirement matching options, housing availability, health insurance for full-time employees, access to AVSC facilities, on-mountain discounts, discount on program fees, professional development opportunities, waived parent work deposits, and more. Above all, AVSC staff have the rewarding opportunity to work with and inspire an exceptional group of athletes.

To apply, please email cover letter and resume to executive director David Baugh at dbaugh@teamavsc.org with subject line “Clubhouse Manager.”