



Heart Lake Program Center  
1002 Adirondack Loj Road  
Lake Placid, NY  
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## **SKI CENTER STAFF**

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

### **POSITION SUMMARY**

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Ski Center Staff are responsible for the daily operations of Cascade Welcome Center's Nordic ski facility. Staff will be responsible for selling and stocking Nordic ski merchandise, renting and tuning skis and light trail maintenance.

This position also includes educating the high volume of visitors to the High Peaks Region of the Adirondack Park by providing accurate information on trails, conditions, local regulations and encouraging responsible recreation practices. Ski Center Staff are responsible for providing a friendly and welcoming experience to visitors and helping them have a successful recreational experience in the High Peaks Region.

### **KEY RESPONSIBILITIES**

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#### **Retail – 50%**

- Open and close the Cascade Welcome Center including end of day cash outs
- Operate a cash register
- Become familiar with retail offerings to promote sales
- Assist with checking in orders and labeling merchandise
- Re-stock, straighten and face merchandise on the sales floor
- Assist with management and renting of equipment
- Maintain ski workshop tools & resources
- Ski tuning

#### **Education and Information Services – 30%**

- Provide a welcoming atmosphere for visitors recreating in the High Peaks Region or the Adirondacks
- Provide up to date trail information and conditions
- Help visitors choose outdoor experiences based on their needs and interests
- Promote Leave No Trace and responsible recreation practices
- Educate visitors on rules and regulations specific to the High Peaks Region
- Answer phones to assist with trip planning
- Promote membership and further involvement with ADK
- Provide ski lessons upon request

## **Facilities Upkeep/Cleaning – 20%**

- Monitor ski trail conditions and request grooming and blowdown removal as needed
- Clean restroom facilities 3 times daily
- Assist with snow removal of all entrances and walkways
- Other daily and weekly cleaning tasks to keep interior and exterior of building clean

## **QUALIFICATIONS**

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### Basic:

- A passion for outdoor education and a commitment to the mission, values, and vision of the Adirondack Mountain Club
- Self-driven and comfortable working both independently and with a team
- Ability to work in a fast-paced high stress environment with visitors who have diverse backgrounds and skill/comfort levels outdoors
- Strong organizational skills and attention to detail for managing equipment rentals
- Experience running a cash register, checking in orders, and restocking products
- Desire to explore trails and other recreation opportunities to provide visitors with accurate and current trail information
- Ability to promote Leave No Trace outdoor skills and ethics and other responsible recreation practices
- Provide visitors with information in a way that empowers them in their outdoor experience

### Preferred:

- 1-2 years of experience in a customer service setting
- 1-2 years of experience in a retail setting
- Previous experience with Nordic skiing and selling Nordic ski equipment

## **BENEFITS AND COMPENSATION**

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Reports to: Cascade Welcome Center Manager

Supervises: N/A

Classification: Full-time, Seasonal, non-exempt

Dates: October 2023 – April 2024

Salary/Wage: \$15.00/hour

Benefits: Paid sick time; free ADK workshops, discounts on store merchandise and rental equipment.

Housing: Shared onsite housing available with three meals a day for a small deduction.

## **ORGANIZATIONAL STATEMENT**

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As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.