

Job Title: Office & Operations Manager **Organization:** Meadows Race & Big Mtn Team / Meadows Amateur Ski Racing Association (MASRA) **Reports To:** Program Director **Status:** Full-Time Seasonal / Part-Time Off-Season (Approx. 20-40 hours/week, variable by month) **Location:** Mt. Hood Meadows, OR (Hybrid/Remote options available for administrative duties)

Position Summary

The Office & Operations Manager serves as the administrative backbone of the Meadows Race Team. This position is responsible for the business continuity of the organization, overseeing fiscal management, member registration, logistical planning, and internal communications.

While this role supports a ski racing & big mountain program, **skiing/snowsports expertise is not required**. We are seeking a highly organized, tech-savvy, and adaptable professional with strong transferable office management skills. The ideal candidate is a quick learner capable of mastering specific club software and managing complex logistics to ensure the coaching staff can focus on athlete development.

Core Responsibilities

1. Financial Management & Bookkeeping

- **Accounts Payable & Receivable:** Manage the full cycle of billing, including tracking athlete tuition, collecting fees, and processing vendor invoices in a timely manner.
- **Reconciliation & Reporting:** Perform weekly bank deposits and monthly reconciliations. Prepare financial reports (P&L, balance sheets) for the Program Director and Board of Directors.
- **Payroll & Budgeting:** Process monthly payroll for coaching staff. Assist in the creation and monitoring of the annual operating budget, flagging variances and tracking expenses against team budgets.
- **Audit & Tax Support:** Act as the primary liaison with the external bookkeeper/CPA for tax filings and annual financial reviews.

2. Program Registration & Data Management

- **System Administration:** Oversee the setup and maintenance of the online registration platform (e.g., SkiClubPro, TeamSnap, Sports Engine). Ensure all program details, pricing, and waivers are accurate.
- **Member Compliance:** Track and verify all necessary documentation, including athlete waivers, US Ski & Snowboard memberships, and SafeSport compliance.
- **Roster Management:** Generate and maintain up-to-date athlete rosters for the coaching staff. Troubleshoot registration issues and serve as the primary help-desk contact for parents navigating the system.

3. Operations, Logistics & Travel

- **Travel Coordination:** manage complex logistics for team travel (camps and races), including booking hotels, securing lane space, and managing athlete entries. Ensure accurate billing for travel expenses.
- **Fleet Management:** Oversee the MRT van fleet, including scheduling maintenance, managing insurance requirements, and verifying driver eligibility/records.
- **Facility & Asset Oversight:** Maintain inventory of club assets and office supplies. Coordinate with Mt. Hood Meadows staff regarding facility needs and serve as the point of contact for office-related vendors.

4. Communications & Member Services

- **Parent Liaison:** Serve as the central hub for member inquiries via email and phone. Distribute clear, consistent communication regarding schedules, events, and club policies (Newsletters, FAQs).
- **Digital Presence:** Maintain the club website and social media channels to ensure information is current.
- **Volunteer Coordination:** Support the Volunteer Coordinator by tracking volunteer hours, managing deposit refunds, and utilizing systems (e.g., SignUpGenius) for event staffing (galas, races, banquets).

Qualifications & Skills

Required Transferable Skills:

- **Office Management Experience:** Proven success in an administrative, operations, or office manager role.
- **Financial Literacy:** proficiency in basic accounting principles, accounts payable/receivable, and budgeting. Experience with QuickBooks or similar financial software is highly valued.
- **Tech Proficiency:** High proficiency in Microsoft Office (Excel, Word) and Google Workspace (Docs, Sheets, Forms). Ability to quickly learn and administer database/registration platforms (e.g., TeamSnap, SportsEngine).
- **Logistical Planning:** Experience managing travel, events, or complex schedules.
- **Communication:** Strong written and verbal communication skills with a customer-service orientation.

Preferred (Bonus) Qualifications:

- Knowledge of the ski/snowsports industry or youth sports management (USSS protocols) is a plus, but **not required**.
- Willingness/ability to access on-mountain facilities is helpful, but on-hill skiing/access is not mandatory for the administrative functions.

Work Environment & Schedule

- **Seasonal Fluctuation:** This position requires a heavier workload (approx. 35-40 hours/week) during the active season (September–May) and reduces to a lighter schedule (10-20 hours/week) during the off-season.
 - **Hybrid Flexibility:** Administrative tasks may often be performed remotely. However, presence at the Mt. Hood Meadows office is required for specific events, meetings, and operational needs.
 - **Physical Requirements:** Must be able to lift approx 25 lbs occasionally (office supplies, event materials) and work comfortably in a fast-paced environment.
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To Apply:

Please submit your **cover letter & resume** to: director@meadowsraceteam.org

Meadows Race Team is an Equal Opportunity Employer.

The job is open until filled, posted 4/24/26.