Job Posting: Gate Staff Supervisor

Gate Supervisor

The Gate Supervisor will be responsible to assist with hiring, training and supervising all customer facing gate staff. This position will be responsible for supplying the gate staff with all the tools and consumables they need for their job, as well as reconciling income and completing weekly and monthly revenue reports. The Gate Supervisor is expected to work a minimum of two shifts at the gate each week. This role will report directly to the Executive Director.

Responsibilities

Staff Management

- Help to hire, train, schedule and support all gate staff to ensure peak time coverage and excellent customer service.
- Deal with staff concerns as they arise, in conjunction with the Executive Director.
- Provide staff with supplies and tools required to successfully complete their job.

Administration

- Reconcile weekly gate staff revenue and deposit reports.
- Enter gate revenue into Quickbooks and volume tracking spreadsheets.
- Manage gate staff wage and supply budgets.
- Review and file membership waivers

Qualifications

- Degree or relevant experience managing customer service staff in a high-volume environment.
- Experience adhering to budgets and minor bookkeeping
- Excellent customer service
- Must provide own home office, computer and supplies to complete work.

Compensation

$25-$28/hour, depending on experience and ability – estimated 30-35 hours/week from October - April.

Start Date

Sled Golden is hoping to fill this role as of November 1, 2022. We will work with the successful candidate to accommodate other dates if necessary.

To Apply

Please submit your cover letter and resume to snowmobile@snowmobilegolden.com no later than 5:00 pm on Sunday, October 16.