



Job Type: Administrative Volunteer Assistant at Ski School

Positions Available: Morning and afternoon shifts

Duration: 5 months (December-April)

Location: Girdwood- Challenge Alaska Chalet (base of Alyeska)

Description: Assist Challenge staff with administrative work: volunteer/ participant check-in, volunteer recruitment, database entry.

Ski School works with many groups- veterans, schools and youth-at-risk groups and many individual lessons throughout the season. All the instructors are volunteer based. With that said, our Ski School Program would not thrive without the help from you. If you are looking for a fun, challenging and rewarding work, you have come to the right place!

Key responsibilities and accountabilities:

1. Ability and willingness to learn check in/check out procedures.
2. Proficient computer skills: Microsoft word and excel.
3. Friendly attitude- lots of interactions with participants and volunteers.
4. Basic first aid / CPR knowledge.
5. Making a consistent weekly schedule have some flow while volunteering.

*Please email Challenge if interested: ski@challengealaska.org