



**Job Title: Facilities & Trail Management Assistant**

**1/3/2021**

**Organization Summary:** The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization, based in Hayward, WI.

Vision: Inspire people to challenge themselves outside - creating experiences that shape their lives

Mission: Hosting world class events – including the American Birkebeiner; Maintaining one of the nation’s premier recreation trail corridors; Promoting healthy, active lifestyles for people of all ages and abilities.

Core Values: Bring Joy, Do the Right Thing, Be A Team Player, Look for New Ways to Do Things, Value Diversity, Lead By Example, Get Stuff Done (GSD)

**Position Summary:** The **Facilities & Trail Management Assistant position** is a year-round position spending the majority of time outdoors, reporting to the Trails and Facilities Manager.

**Position Responsibilities:**

- Under direction of the Facilities Manager
  - Creating a positive user experience for our customer base when utilizing our various trail systems and facilities – summer or winter – ski or singletrack
  - Support the ABSF building maintenance work plan
  - Assist with trail maintenance and grooming activities to assure the best possible conditions for race and trail events – year round
  - Work with trail crew on snowmaking projects prior to and during season
  - Assist with non-winter trail maintenance work and trail development
  - Assist with year-round facility maintenance and development
  - Physical aspects of events, including trail management and infrastructure deployment
  - Work closely with Operations Team, Facilities Manager and other ABSF employees and volunteers
  - Other duties as assigned by supervisor

**Skill set:**

- Construction Skills a must. Advanced skills a plus.
- Ability to operate small equipment such as skid loader, plows, commercial mower, and others.
- Must be smartphone capable and be able to manage basic computer skills such as email.
- High level of organization and attention to detail, able to multi-task in a deadline-driven environment.
- Must be able to spend long hours at events or making snow, including evenings/weekends as needed.
- Must be eager to be an integral part of the team at the ABSF.

**Education and Experience Requirements:**

- 1-3 years’ experience in a similar role.
- 1-3 years’ experience in construction

**Salary:** \$35,000-\$40,000, based on experience. Benefits include a healthcare stipend, 401k Match, PTO, Discounts for Birkie Store & sponsors. Next level culture!

**Job location:** Hayward, WI.

**Contact:** Please submit resume to Jim Sokup( [jim.sokup@birkie.com](mailto:jim.sokup@birkie.com) )