

Position: MVSTA Event and Volunteer Director
Schedule: 20-30 hr/week, depending on event weekends, some fixed office hours.
Compensation: starting at \$15-20/hour DOE, pro-rated health, retirement and vacation

The Methow Valley Sport Trails Association is a non-profit organization dedicated to developing and promoting environmentally sound recreation on or near the trail system in the Methow Valley. The trail system includes over 200 kilometers of groomed trails and is recognized as one of the finest trail systems in North America for cross-country skiing. Off-season uses include biking, hiking and equestrian use. MVSTA puts on 8-10 trail-based skiing, biking and running events per year.

The primary roles of the MVSTA Events and Volunteer Director are to plan and stage all MVSTA events, schedule and manage 200 volunteers for the Trade for Trail Pass program, and manage and improve the MVSTA database. The ideal candidate will be highly organized, detail-oriented, motivated, collaborative and technically skilled. Familiarity with putting on ski, bike and running events is highly desirable.

Communication and Interpersonal

- Communicate clearly and professionally in written correspondence: emails, articles and letters
- Speak articulately and comfortably to public audiences: racers, volunteers and board members
- Communicate appropriately and professionally with diverse constituents in a timely manner: racers, volunteers, sponsors, landowners, and board members
- Collaborate with staff and volunteers for event planning and program implementation

Event and Program Management

- Implement mandates from executive director
- Prioritize and balance position responsibilities within organizational and programmatic goals
- Plan at a highly detailed level for events
- Problem-solve calmly and effectively in high-pressure situations
- Assess and facilitate improvements to event and program systems: registration, volunteer management, etc.
- Respect and listen to the needs and desires of the diverse organizational and programmatic stakeholders: recreationalists, racers, volunteers, season pass users, day users, business owners, etc.
- Train and develop volunteer staff for myriad roles and responsibilities
- Manage volunteers before, during and following events

Technical

- Work **confidently** with Microsoft Windows: Word, Excel, Access and Publisher
- Manage and facilitate improvement of databases: Access and online databases

- Work proficiently with web publishing programs: Contribute
- Utilize data and file management systems: ftp and system servers
- Facilitate implementation of new technologies to improve systems and programs
- Maintain all event related pages of MVSTA website.
- Direct contracted individuals on registration, payment and timing systems

Other

- Multi-task in a highly engaging and busy office environment
- Work with other local organizations and individuals to partner on events.
- Love dogs, there's lots of them in the office!

Interested candidates, please email a letter of intent, resume/qualifications and references to Jay Lucas, info@mvsta.com no later than March 12th. No calls please.