



Ticket Booth Attendant - Full Time

Last updated: August 2024

Reporting to the Operations Coordinator, Ticket Booth Attendants are responsible for greeting snowmobilers and collecting trail fees at the trailhead parking lots. Attendants are ambassadors for the club and must interact with the club's members and visitors with a positive and respectful attitude at all times.

Job Type: Full-time (seasonal) 4 to 6 months per year
30 to 40 hours per week, including weekends and holidays
Beginning approximately December 1st (weather dependent)

Wage: \$18 to \$22 per hour (based on experience)

Applicants must be willing to work all weekends and holidays throughout the winter operating season. Applicants must have a personal cell phone and access to a vehicle capable of winter travel.

Responsibilities & Duties

- Opening and closing the ticket booths
- Collection of cash, debit, and credit card payments from customers
- Making cash change accurately and efficiently
- Issuing trail passes and receipts to customers
- Selling clothing, raffle tickets, and other club merchandise
- Informing members and visitors of road and trail conditions, parking availability, and other operations updates
- Answering customer questions as they arise
- Daily cash-outs and reconciliation of receipts
- Cleaning workspaces and outbuildings
- Assisting the Parking Lot Attendants with duties as required
- Communicating customer concerns to the Operations Coordinator in a timely manner
- Monitoring supply levels and informing the Operations Coordinator of low supplies
- Contributing to a clean and safe working environment
- Performing all job responsibilities efficiently and in a timely manner
- Informing the Operations Coordinator of significant repairs, hazards, and/or safety concerns in a timely manner
- Identifying and reporting safety hazards in a timely manner
- Additional responsibilities and tasks as reasonably assigned by the General Manager and/or Operations Coordinator



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Qualifications & Experience

- High school diploma or general education degree (GED) is required
- Class 5 Drivers License
- Customer Service experience is an asset
- Strong problem solving and communication skills
- Ability to read, understand, and execute instructions efficiently and independently
- Proficient with technology
- High level of accuracy and attention to detail
- Ability to perform basic math quickly and accurately
- Comfortable with cash handling
- Working outdoors in remote settings
- Ability to work independently and with others for long periods of time
- Willingness to assist co-workers with day-to-day tasks
- Confident and experienced driving in winter conditions
- Knowledge of local snowmobile trails and cabins is an asset

As an Eagle Valley Snowmobile Club employee, it is your responsibility to follow the club's safety policies and best practices, as well as maintaining a friendly and positive attitude every day with all guests, members, and employees.

Application Process

To apply for this position, please submit your resume and driver's abstract to admin@sledsicamous.com prior to **October 1st, 2024**.