

# Vermont Association of Snow Travelers, Inc.



**Applying for this position: You must send a cover letter and a copy of your resume to Cindy Locke at [cindy@vtvast.org](mailto:cindy@vtvast.org) no later than June 21, 2021. Not sending both at the same time will disqualify you from consideration.**

## Programs and Office Coordinator

The Vermont Association of Snow Travelers announces an opening for an Office and Programs Coordinator. This is full time and year-round position that is salaried and comes with benefits. This is an in-office position at our offices in Berlin, VT. Any person applying for this position should plan to be a strong member of our team with leadership skills, have good social and customer service skills, be compassionate, have good listening skills, a willingness to learn, be able to multitask, take direction well, be creative, work in a team environment and on team projects, as well as manage their own workload and projects.

### Position Purpose

Serves as the Programs and Office Coordinator of the Vermont Association of Snow Travelers, Inc. Has the responsibility of working directly with all departments to facilitate all VAST programs. Reports to the Executive Director.

### Key Accountabilities

#### **General**

- Work with VAST Staff with coordinating all programs while running a few of their own.
- Technical services including all basic website updates and database input.
- General Office Duties including supply inventory, outside vendor relations, management of shared office spaces including the board room, garage area, kitchen. This includes meeting room set-up and management of meeting room schedule.

#### **Programs (managed by this position)**

##### DMV Registration Program

- Contact all Registration Agents to confirm participation in the program for upcoming season and provide current list of agents to DMV.
- Travel to train any new registration agents and provide necessary paperwork and decals.
- For current agents, provide them with all paperwork and decals for the season.
- Proof all registrations processed by agents for errors, omissions and contact agent or individual to get necessary information.
- All applications are sent into DMV for final processing.
- Decals, stickers and postage receipts are turned in from agents at the end of the season.
- Tally decals for DMV audit.
- Process postage reimbursement to agents.

##### **Incoming Mail**

- Get and process all mail including UPS and other deliveries.
- Distribute all mail to the appropriate staff.

##### **TMA's**

- Update and send all Commercial Operators an updated contract, hold and file all contracts between clubs and commercial operators when sent back. This position is the point of contact for all commercial operators.

- Sell and manually enter into SalesForce all Military TMAs and Antique/Vintage TMAs.

### **Annual Meeting**

- Prepare report and furnish information to Club Presidents and County Directors for voting delegates
- Work closely with the County hosting the annual meeting
- Send information to all clubs in preparation for meeting
- Prepare registration sign in sheets, delegate badges and other paperwork needed
- Attend meeting and help set up and tear down
- Oversee registration process
- Provide Secretary of the Board with voting delegate totals for each county
- Record and transcribe Annual meeting minutes

### **Trail Signs – (Back Up Person When Needed – As Per Trails Manager)**

- Inventory all signs and place order for the upcoming season through Voss / Worksafe
- Re-order signs as necessary throughout the season
- Fill orders from clubs and the public as they come in via mail, website, or calls
- Process billing sheets to Finance
- Special sign orders to Worksafe

### **Map Orders**

- Process all maps orders from clubs and website orders
- Process billing sheets to Finance

### **Website**

- Reply to or forward to the appropriate person all inquiries from the website
- Update the website text as needed.

### **Logo Wear**

- Process and ship all orders from the website
- Maintain shipping room

### **Board Meetings**

- Assemble and mail monthly board packets to directors, life members
- Set up and take down meeting room
- Record and transcribe board meeting minutes

### **VAST Magazine**

- Proof Vermont Snowmobile magazine

### **Awards**

- Keep track of all awards that come into the VAST office from clubs, then distribute to the appropriate committees

### **Governor's Council**

- Record and transcribe monthly meeting minutes

### **Scholarships**

- Copy all scholarship applications and send to the Scholarship Committee
- Send notices to winners
- Work with Finance to send our payments to schools

### **Safety Inspections**

- Distribute safety inspection stickers and booklets to wardens, state police and sheriffs
- Send W9's for law enforcement to fill out and remind them to contact their insurance agents to send VAST a current certificate of insurance naming VAST as additional insured of their General Liability, Auto and Worker's Comp Insurance. Track them and make sure they are returned. Then the completed W9's and insurance certificates should go to the Finance Manager.

**Conference Room**

- Oversee the scheduling and set-up of the VAST conference room for inside and outside meetings

**Mail / UPS**

- Responsible for all incoming and out-going mail and UPS shipments

**Office Supplies, Equipment and Maintenance**

- Maintain all supplies for the office
- Contact service people for electrical, mowing, plowing, carpet cleaning, etc.
- Obtain a current W9 and certificate of insurance naming VAST as additional insured “at the time” that we contract/hire the vendor and track it to make sure it is returned. Then the W9’s and certificate of insurance should go to Finance Manager
- Responsible for maintenance of all office equipment – copiers, postage meter, etc.

**Summer Projects**

- Switch files for the past season
- Shred files as needed
- Clean out extra forms, recycle
- Clean sign room and reorganize
- Catch up on miscellaneous projects as needed

**Miscellaneous**

- Work with all VAST staff on a daily basis to coordinate mailings and special projects
- Furnish information as necessary to officers, directors, clubs and general public
- Must be able to lift up to 50lbs.

Minimum Position Requirements		
<b>Skills &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of general computer operation and Microsoft Office Suite</li> <li>• Demonstrated knowledge of overall office procedures &amp; operations</li> <li>• Ability to operate in a way that shows and expresses exceptional customer service</li> <li>• Ability to work on projects on own and in a group setting</li> <li>• Skilled at balancing deadlines and maintaining a schedule</li> <li>• Excellent organizational skills.</li> <li>• Ability to work well with our membership</li> <li>• Takes direction well</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Five years of office experience</li> </ul>	<b>Education</b> <ul style="list-style-type: none"> <li>• High School or GED Graduate</li> </ul>