Wolf Creek Ski Area

DESCRIPTION OF EMPLOYEE'S JOB DUTIES

This form is developed by your supervisor and is intended to describe the employee's job duties. This is an important document as it accurately shows the requirements of the job. If you feel like there are duties described below that you are uncomfortable with, please discuss with your supervisor immediately.

EMPLOYEE'S DEPARTMENT: Ski & Snowboard School JOB TITLE: Instructor

PART-TIME, FULL-TIME, OR HOLIDAY STATUS: Seasonal: Holiday, Part-Time, or Full-Time AVG. HRS. WORKED/DAY: 8 AVG. HRS. WORKED/WEEK: 40

DESCRIPTION OF JOB RESPONSIBILITIES (DESCRIBE ALL JOB DUTIES):

Instructors shall be under the supervision of the Ski & Snowboard School Director, Assistant Director, and Supervisors. The primary goal and purpose of the instructor is to provide the highest level of service and safety to our guests. Instructors are expected to provide quality and professional snow-sports instruction. Normal work hours are from 8:00am – 4:00pm up to five days per week. Peak Periods: These hours may be extended (with Management's approval) during peak periods with a maximum 56 hours in one work week. The maximum for days worked in one week during peak periods is six. • **Essential Duties:** Make accountable decisions (use good judgment). Always represent Wolf Creek Ski Area in a professional and positive manner. • Complete morning duties as assigned, examples: Fence and sign setup and take down - each morning the pop fences and signs are set up in the base area. You will take these down each afternoon. • Ticket Line: Answer any questions guests have about Wolf Creek Ski Area. Inform them of the locations of the Sports Shop, Rental Shop, Kiosks, Base Camp, etc.. Pick-up trash. • Rental Shop: Help guests with boots and poles. • Ramp Help: Assist guests up the ramps from the parking lot. Help carry their skis/poles/equipment. • Shuttle Buses: Assist guests with equipment, answer questions, provide directions, etc. Give them information on lift tickets, Ski School programs, grooming reports, Kiosks, etc. • Assist other instructors: Help catch-up late students, help with splits, assist other classes, work one-on-one with slow students. • Perform courtesy runs when directed by a supervisor. • **Instruction:** Teach classes (according to your skill level) as assigned. • Abide by all mountain/ski/snowboard rules and regulations. Ski/ride in a safe and controlled manner at all times and keep students on terrain that is appropriate for their skill level. Demonstrate safe class handling and good people skills such as excellent communication, enthusiasm, empathy, etc. • Know and adhere to the Responsibility Code and pass on to students and guests. Communicate to guests any risks that you are aware of (icy patches, slush, etc.). • **Administrative:** Fill out essential paper work and student information. • Keep current on Paylocity trainings. • Know and adhere to your work schedule. • **Other:** • Assist Ski, Snowboard, Wolf Pup Program and other departments when needed. • Operate Lynx Carpet.

NOTE: The contents of this job description are presented for specific job information purposes, and this does not represent a contractof employment with Wolf Creek Ski Area.

1. Please indicate if your job requires:	YES	NO	(If yes, please briefly describe)
a. Driving cars, buses, trucks, snowcats, snowmobiles, and other heavy equipment?		x	
b. Working around equipment and machinery?	x		Helping load and unload snowcat, workingaround chair lifts and carpets
c. Walking on uneven ground?	x		Mountain terrain, snow, staircases
d. Exposure to excessive noise?		x	
e. Exposure to extremes in temperature, humidity,or wetness?	x		High alpine, winter environment
f. Exposure to dust, gas, fumes, or chemicals?	x		Cleaning supplies
g. Working at heights?	x		Chair lifts
h. Operation of foot controls or repetitive foot movement?	x		Skiing, snowboarding, and walking
i. Use of special visual or auditory protective equipment?		x	
j. Working with bio-hazards such as: blood-borne pathogens, sewage, hospital waste, etc.		x	

2.Check the frequency of activity required of the employee to perform the job.

ACTIVITY (hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting		x		
Walking				x
Standing				x
Bending (neck)			x	
Bending (waist)			x	
Squatting			x	
Climbing		x		
Kneeling		x		
Crawling	x			
Twisting (neck)			x	
Twisting (waist)			x	
Shoveling snow		x		
Shoveling dirt	x			
Hand Use:				
Is repetitive use of hand required?			x	
Simple grasping (right hand)			x	
Simple grasping (left hand)			x	
Power grasping (right hand)		x		
Power grasping (left hand)		x		
Fine manipulation (right hand)		x		
Fine manipulation (left hand)		x		
Pushing & pulling (right hand)			x	
Pushing & pulling (left hand)			x	
Reaching (above shoulder level)		x		
Reaching (below shoulder level)			x	

3. Please indicate the daily lifting and carrying requirements of the job: indicate the height the object is lifted from floor, table or overhead location and the distance the object is carried.

	LIFTING					CARRYING				
	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Height	Never 0 hours	Occasionally up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours	Distance
0-10 lbs.			x		8’			x		.5 mi
11-25 lbs.		x			8’		x			.25 mi
26-50 lbs.		x			4’		x			25 yards
51-75 lbs.		x			4’		x			25 yards
76-100 lbs.	x					x				
100+ lbs.	x					x				

Describe the heaviest item required to carry and the distance to be carried:

Picnic tables average of 100 lbs. carried with 2 people. Carried approximately 25 yards.

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