



About Big Sky Community Organization. The Big Sky Community Organization connects people with recreational opportunities by acquiring, preserving and promoting sustainable places and programs for all. We envision a community connected by world class recreation and enrichment opportunities that embrace a vibrant quality of life. Managing 19 miles of public trail networks, 83 acres of public parks, and over 15 different community based programs we are committed to creating places for our community to experience, engage and connect.

Position Overview and Essential Functions. The Asset Manager Assistant is a Part-Time Seasonal (approx. 20 hours a week) position under direct supervision of the Asset Manager. Hours will be flexible, with 4-5 hours on each weekend day, and 10 hours on other days of the week. S/he will be responsible for assisting the Asset Manager in maintaining park and trail assets when the Asset Manager has days off or is not available. These duties include: Trash clean up along all trails and parks, maintaining park bathrooms and garbage cans, stocking dog waste clean-up stations, and interacting with tourists and the Big Sky community to provide information and resources while helping to promoting safe, responsible, and enjoyable use of the parks and trails.

Specific Duties.

Park and Trail Management (95%)

- Empty garbage cans
- Clean bathrooms, making sure they are full of all supplies
- Clean up after special events and when facilities are rented
- Clear dog poop from all trails and parks
- Stock dog-waste bag stations
- Assist Asset Manager with trail maintenance projects
- Communicate regularly with the and Project Manager and Asset Manager regarding trail maintenance issues, inappropriate use the of trail, emergency situations, etc.
- Document trail conditions (safety hazards, erosion problems, etc.)
- Assist Asset Manager with volunteer recruitment for trail repair and maintenance projects

Other (5%)

- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to BSCO's mission.
- Participate in bi-weekly staff meetings, keeping staff colleagues up to date on volunteers and outreach initiatives.
- Assist with educational, fundraising and event support activities as needed.
- Perform other miscellaneous tasks as needed under the direction of the Executive Director.

Qualifications.

- Must hold a High School Diploma or GED.
- Minimum 18 years of age
- Have a valid drivers license, good driving record and reliable vehicle
- Ability to work independently with limited supervision in a field and office environment
- Must possess excellent interpersonal and customer service skills
- Ability to work within a team
- Ability to work effectively and diplomatically with people of diverse interests and personalities
- Excellent written and verbal communication skills.
- Strong relationship building skills.
- Ability to keep neat and accurate records and reports with great attention to detail
- Experience with equipment and tool operation
- Willing to work all days of the week dependent on program needs weekly.

Preferred Skills and Background.

- Knowledgeable of local trail system, trail issues, trail etiquette and best practices
- Experience hiking and mountain biking

Compensation.

This is a part time job, three to four days a week, for 14 weeks, from June 4-September 4. Wages are \$15-\$17/hr.

To Apply:

Email resume and a brief cover letter to Leisha@bscomt.org. Position is open until filled.