

Hideaway and Events Manager
Eagles Mere Athletic Association

Term: June 20, 2024 – August 11, 2024

The EMAA seeks a highly motivated self-starter to manage the T-shirt shop, to serve as the manager of the Hideaway and support with EMAA special events. The T-shirt manager will be responsible for the sales and management of EMAA Shop at the Hideaway and will report to the EMAA Board Member in charge of the Shop. The manager will keep track of inventory, manage the Shop staff, scheduling, and overall upkeep and organization of the shop. Shop manager helps set up the shop at the beginning of the season.

Duties include:

- Opening and closing the Hideaway- or arranging opening and closing with the Director and Staff
- Opening the shop and closing
- Restock supplies for the Hideaway
- Ensure house is cleaned and maintained by staff
- Work with staff to track usage of the house
- Process online carry-out orders and prepare for pick-up.
- Ultimately responsible for keeping the shop clean and organized each day when closing.
- On slow days you work alone in the store, and will include time to clean and organize the shop.
- Manage the shop workers, including training, oversight, scheduling and timesheets for staff
- Assist with EMAA major events- Welcome to the Mountain Event, 4th of July, Speech Nights, Cocktail Parties, World Cup
- Assist with evening activities at the HideAway
- Represent the EMAA and promote the values of respect, integrity, trust and inclusiveness and demonstrate high moral and ethical standards and participate as an active member of the EMAA staff.
- Engage with community members interested in utilizing the Hideaway for work. Track this use.

Requirements:

- Experience in retail preferred
- Knowledge of the EMAA and genuine love and appreciation for Eagles Mere and the values of the EMAA
- Experience working with, and managing a team preferred
- Creative, energized and hard-working and passionate

If interested, please send a resume, cover letter and 2 letters of reference to Caroline Long CarolineRLong@gmail.com by March 15th.

***Please note that any offer of employment shall be conditioned upon satisfactory background checks as required by PA Act 153.*