



**Now Accepting Applications for:
Meeteetse Visitor Center Director**



Overview:

The Meeteetse Visitor Center DIRECTOR position is a full time position. Position will require weekend workdays. The benefits of the position are 5 days paid vacation to be taken during a period that is amicable to the operations of MVC (available after 6 months), and the following holidays: Memorial Day, Fourth of July, Thanksgiving, Christmas and New Years Day. Potential bonuses based on the annual net profits of MVC.

The DIRECTOR will report to the MVC Board of Directors. This is an At-Will position. The Director shall not hold any position in MVC which is considered a conflict of interest (i.e. budget committee, personnel committee, etc.).

The DIRECTOR shall be responsible for all duties as assigned by the MVC BOD as detailed in the following description and in the Policies and Procedures manual and may be required to perform other functions as directed by the BOD. This job description is not intended to be an exhaustive list nor be limited as the responsibilities. At the end of employment, the DIRECTOR will deliver all MVC property to MVC in good condition.

JOB DESCRIPTION:

Director will oversee the daily operations as detailed in the Policy & Procedures manual of the MVC to include:

1. Provide tourist and relocation information, both walk in and other forms of requests
2. Coordinate and produce all MVC events approved by MVC BOD
3. General office procedures to include production, billing and distribution of weekly Meeteetse Bulletin
4. Work with Secretary to prepare monthly agenda and reports for MVC scheduled BOD meetings
5. Work with the Treasurer to prepare payroll, monthly, quarterly and annual taxes, excluding IRS annual tax returns which are prepared by an accountant
6. Make bank deposits as needed
7. Order and sell ORV/Snowmobile stickers and prepare monthly reports
8. Work with the Treasurer to keep QuickBooks entries up to date



JOB DESCRIPTION (CONT'D):



9. Responsible for all procedures for the maintenance and ordering of MVC products of the gift shop and supervise vendor related responsibilities according to the Vendor Agreement
10. Prepare and monitor any grants that are submitted to fund the operations of MVC , submit required vouchers and research other grants that would improve the operations and events of MVC
11. Supervise other employees of the MVC to include workers in the Meeteetse Youth Worker Program
12. Keep positive communication and contact with the Meeteetse community and businesses and assist them as needed in their endeavors for the good of the community
13. Work with designated paid persons to keep the MVC website, Facebook and any other social media platforms up to date with MVC information, continue to learn and train on the internal workings of all MVC media platforms
14. Maintain a a clean and organized work environment

EXPERIENCE AND SKILLS PREFERRED:

Demonstrate ability to successfully produce events

Experience in fundraising and/or sponsorship generation

Experience in grant writing

Excel in time management

Strong organizational skills, leadership ability, creativity, confidence, ability to work under pressure and meet multiple deadlines

Ability and motivation to work independently and unsupervised

Ability to deal effectively with the public. Very strong communications and people skills required including diplomacy, dependability and thoroughness

Ability to work well with a team

Experience with Microsoft Office, QuickBooks, and social media tools such as Facebook, Twitter, website design and maintenance *Training is available*



**MEETEETSE VISITOR CENTER DIRECTOR
POSITION IS OPEN UNTIL FILLED
SUBMIT RESUME AND COVER LETTER TO:**

Starting Wage Depends on Experience

Edward Porter, President of Board of Directors

Email to: edwardporter111@gmail.com

or

Mail to: Meeteetse Visitor Center, Attention: BOD

PO Box 238 Meeteetse, WY 82433

For additional information or questions regarding the position, please call Edward Porter at (302) 275-5021