

Position: Site Coordinator

Hiring organization: 612 Sauna Society Cooperative

Details: Part-time, seasonal

Deadline to apply: open until filled

Role Description: Site Coordinator

The 612 Sauna Society seeks a highly organized do-er to oversee the logistics of running our community sauna on site and organize and oversee sauna hosts. As such, we are looking for someone who is excited about our mission, organization, and sauna, and can translate that excitement into well organized operations.

This role's major responsibilities will be:

- Manage hosting staff
 - Create and manage host schedules
 - Set up host schedule after residency location dates and hours are confirmed. Ensure fair and equitable access to host shift for all hosts; equal opportunity to host.
 - Ensure all shifts are covered; this will include filling in if there are open host shifts or if a host cannot attend due to illness.
 - Recruit and train new support and lead hosts. This includes managing [hosting@612...email address](mailto:hosting@612...), responding to interest, meeting interested host to vet suitability,
 - Communicate with hosts to understand supply needs. Check at the end of each week for supplies and restock; this includes firewood, tissues, masks, firestarters, cleaning supplies, oils.
 - Manage and address conflict or issues between host staff
 - Hold monthly host staff meetings and report back to board.
 - Coordinate with Operations Manager to ensure hosts have proper paperwork filed (W-2 and I-9).
 - Coordinate with Operations Manager to ensure host hours are reported for payment or passes. Confirm hosts are being paid in a timely manner.
- Residency Responsibilities
 - Residency Tasks
 - Organize and print guest sign in sheets for weekly reservation.
 - Wash and restock cleaning rags
 - Wash and return sauna hats
 - During winter conditions, ensure snow is removed and forge it not frozen into place to prevent move at end of residency (Trailhead location). Ensure lock box and door lock is covered so freezing does not inhibit access.
 - Keep interior items organized

- Train hosts for seasonal change needed to fun forge; winter conditions (heater and dehumidifier) vs lake locations (sand issues).
- Order wood well in advance of need; have at least a weekend worth on hand.
- Schedule moving of the forge
 - Packing items into Forge to ensure weight distribution is correct and items do not shift and break during moving process
 - Schedule move in timely manner and be available during daytime hours to move forge based on movers availability
 - Help place forge on site in strategic location for access and view
 - Communicate move in / move out date with residency location
 - Clean up after leaving each location; area should be in same or better condition than we found it.
 - Plan route and coordinate with driver
- Collaborate with Operations Manager to assure completion of the following tasks
 - Any initial coordination with sponsor sites
 - Inventory and purchasing: order and track supplies to furnish the mobile sauna
- Forge Maintenance upkeep
 - Note any wear and tear issues with forge; floor boards, benches, lighting, etc.

We recognize and understand the learning curve involved with this new role. As 612 Sauna Society Board, we will work with successful candidates to help clearly communicate duties and expectations.

Reporting

This position will report to the co-op's Board of Directors via a monthly meeting and other more frequent communications.

Qualities, Skills, and Experience

Having someone with the right disposition and organizational fit is a higher priority for us than a candidate's exact skill set. That said, the more of the following skills and experiences candidates possess, the more strongly they will be considered:

Qualities

- Hyper-organized
- Excellent verbal, written, and visual communicator
- Proactive communicator and do-er
- Collaborative
- Naturally develops solutions when obstacles arise
- Curious

- Honest and forthcoming with questions or concerns
- Must be able to lift up to 25 lbs & work outside in all weather conditions.

Experience and Skills

Ideal applicants will have some combination of the following experience and skills:

- Customer Service
- Have some connection or interest in the 612 Sauna Society Co-op
- Worked with a high degree of independence within a small and/or start-up organization
- Prompt and effective communication skills (phone, email, text, etc.).
- Access to reliable transportation

Compensation

- \$30 an hour, with an expectation of between 10-20 hours a month seasonally (August-May)

Timing

- The position will be open until filled with a goal of hiring by end of Sept. 2022.

612 Sauna Society Co-op

Mission: The 612 Sauna Society is a member-owned cooperative and our mission is to promote sauna culture by partnering with local organizations to provide residencies for our mobile sauna experience. We believe in giving the gift of sauna as a basis for creating community, culture, and well-being for everyone in a way that is distinctly local to the Twin Cities.

o Guiding Principles

- We believe in culture and community.
- We believe in quality sauna: great heat, properly vented, and well designed.
- We believe in creating a welcoming environment.
- We believe that hosting sauna is a unique and precious responsibility.
- We believe in caring for one another and for the spaces in which we reside.
- We believe in outreach and mobility: Connecting with new spaces and communities in the Twin Cities.
- We believe in sweat equity: Making great sauna experiences available and affordable for everyone.
- We believe in safety and respect for everyone.

To Apply

Please email the following to:

Megan McDonald, Board Chair

Megan@612saunasociety.com

- 1-2 paragraphs stating:
 - Why you feel called to this role
 - What unique skills and strategies you would bring to this role
- Resume and/or LinkedIn profile