



Friedman Memorial Airport Seeks Airport Holiday Host

Posted Date: 10/13/2020

Deadline to Apply: 11/15/2020

Friedman Memorial Airport in Hailey, Idaho, is seeking qualified applicants for a part-time seasonal Airport Holiday Host. This position is under the guidance of the Airport Finance and Administration Manager.

Qualified applicants must have a high school diploma and one to three (1-3) years' customer service experience. Any equivalent combination of education, experience and training which demonstrates the ability and knowledge to work as an Airport Holiday Host will be considered. Hourly pay \$14.00-\$16.00.

A full job description and additional information is available online at <https://iflysun.com/employment-opportunities/>. Qualified candidates may submit a resume and/or an application by November 15th, 2020. Please submit your documentation to sarah@iflysun.com or deliver them to the Todd Combs Office Building at 1616 Airport Circle Hailey, ID 83333.

Friedman Memorial Airport is an Equal Opportunity Employer and a Drug Free workplace. The Friedman Memorial Airport Authority is committed to compliance with Federal and State laws requiring that the Airport only hires workers who are lawfully entitled to work in the United States (U.S. citizens, nationals, and non-citizens with valid work authorizations) without discrimination. As such, the Airport participates in the E-verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying employment eligibility of newly hired employees. Our participation in the E-Verify program does not exempt us for the obligation to obtain a complete Form I-9 from every employee we hire.



**Friedman Memorial Airport
Airport Holiday Host
Effective date: 10/13/2020**

Job Title: Airport Holiday Host
Department: Airport Finance and Administration
Reports To: Airport Finance and Administration Manager
FLSA Status: Part-Time, Seasonal, Non-Exempt
Pay Range: \$14.00 – \$16.00

Summary Statement:

In support of the of the Friedman Memorial Airport's (Airport) mission statement of, *"...Providing the Wood River Valley, surrounding communities, and traveling public a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices."*

Primary Job Responsibilities:

- Help and inform passengers in need
- Respond to the public with courtesy and good will
- Answer general questions, provide directions, as well as local area maps
- Communicate with Airport Operations team regarding safety or security issues
- Assist with local hospitality events in the terminal
- Pick up of trash and debris to ensure cleanliness inside and outside of the terminal area.

Minimum Qualifications:

- High school diploma and one to three (1-3) years' experience related to customer service
- Any equivalent combination of education, experience and training which demonstrates the ability and knowledge work as an Airport Holiday Host will be considered.
- Ability to work various times in relation to the winter flight schedule.

Other Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Office programs including Word, Outlook, and Teams.
- Ability to communicate effectively through all mediums including verbally, email, written, radio, text, and messaging.
- Skilled at performing essential duties effectively and accurately.
- Ability to work independently and as part of a team.



- Must be able to pass a TSA background check (SIDA) including a Criminal History Check, reference checks and drug test.
- Must have a clean Driving Record.

Language Skills:

- Effectively communicate in the written and spoken English language. Read, analyze, and interpret communications from airport departments as well as local and federal agencies.

Reasoning Ability:

- Ability to deal with a variety of situational variables and scenarios within the limited scope of the position.

Working Environment:

- **Standard work schedule for this position is variable and will be in-line with the winter flight schedule.**
- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Drug Free Workplace:

In accordance with the Friedman Memorial Airports Drug Free Workplace Regulation, this position is designated as safety sensitive and is subject to testing requirement including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

Equal Opportunity Employer:

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as assigned.