



Position: Summit Weather Operations Manager (SWOM)

Reports to: Director of Weather Operations

Updated: August 2026

Supervises: Shift Leaders, Weather Observers, and Summit Interns

Job Summary:

The full-time, year-round Summit Weather Operations Manager (SWOM) at Mount Washington Observatory (MWOBS) supports the Director of Weather Operations in managing MWOBS's summit weather station logistical and operational needs. This role focuses on ensuring the effective 24/7/365 functioning of weather operations and maintaining the weather station's physical and intellectual properties on Mount Washington. It includes working from the summit weather station on a regular, ongoing basis; overseeing weather station activities; staff coordination; persistent proactive communications; and collaboration with external partners. A detailed description of job responsibilities follows.

This position requires regular in-person time on the summit (see Work Environment below) and is eligible for remote and flexible time for the remainder of scheduled hours.

Primary Duties and Responsibilities:

Summit & Transportation Operations:

- Oversee day-to-day operations for MWOBS's weather station at the summit of Mount Washington, including, but not limited to, staffing, physical plant maintenance, instrumentation, and forecast services.
- Ensure the weather station is supplied with food, equipment, specialized clothing, and other necessary supplies.
- Summer season: Manage summit transportation needs for staff and guests.
- Winter/shoulder seasons: Coordinate transportation needs with the Transportation Manager for safe and efficient movement of staff and supplies, often in extreme weather and road conditions.

Staff Management:

- Lead the coordination and logistics of hiring, training, supervising, and evaluating MWOBS summit staff consisting of professional observers and interns; hiring and termination decisions are made jointly with the Director of Weather Operations.
- Ensure 24/7/365 coverage of the summit weather station by certified weather observers, and be available to substitute for observers as needed during vacations, sick time, injuries, and other events. Coverage may involve day or overnight shifts, with overnight coverage more likely during winter months.
- Maintain frequent communication with summit staff to ensure operational readiness, address staff needs, and support a culture of teamwork, engagement, and high morale.
- Provide in-person and/or remote support for summit staff during busy times.

Internship Program:

- Manage seasonal summit internship programs (i.e. Winter, Summer, Fall, and other joint partnered internships), including: advertising, hiring, scheduling, onboarding, supervising, evaluation, and general mentorship.
- Support broadcast meteorology interns in their summit-based duties.

Collaboration and Communication:

- Serve as the primary point of contact between summit operations and other organizational departments, ensuring effective communication, prioritization, and appropriate operational guardrails to minimize disruptions to summit operations.

- Collaborate with additional MWOBS staff, including technology, education, communication, development, retail, and finance teams.
- Maintain positive relationships with Mount Washington State Park (MWSP), Mount Washington Auto Road (MWAR), and Mount Washington Cog Railway (Cog) staff, amongst others, through persistent, proactive communications. This includes coordination of transportation logistics and acceptable road, train usage.
- Maintain positive relationships with additional Mt. Washington community members, including the State of New Hampshire agencies, Appalachian Mountain Club, White Mountain National Forest, Mount Washington Cog Railway Company, Townsquare Media, and others.

Logistical Coordination:

- Manage scheduling and coordination of the weather station's physical and logistical resources, including transportation, beds, meals, instruments, and staff time.
- Oversee the responsible use of MWOBS summit facilities and resources by all departments and external agencies.
- Assist the Development Operations and Database Coordinator in coordinating volunteer programs and logistics for MWOBS on the summit.
- Run weather station errands as needed to support operational needs, including frequent trips between the valley office and summit station.

Physical Plant and Facilities Maintenance:

- Ensure the internal maintenance and general upkeep of weather station facilities, including coordination with Mount Washington State Park staff.

Maintenance and Calibration:

- Ensure the maintenance and calibration of weather instrumentation and weather station facilities.
- Lead efforts to upgrade and improve weather station facilities and equipment.

Safety and Professional Training:

- Develop and maintain a year-round professional training schedule for MWOBS's summit staff, including (but not limited to): First Aid certifications, vehicle usage, instrumentation usage and maintenance, observation protocols, forecasting techniques, and media/radio training.
- Ensure compliance with safety protocols and procedures to maintain a safe working environment.

Summit Programming:

- Coordination of Summit Undergraduate/Graduate Adventure program.

Public Relations:

- Represent and promote the summit and MWOBS in interactions with the media, membership, public, scientific, and professional communities through interviews, public presentations, and written articles.
- Assist in writing articles for Windswept and other journals as appropriate.

Additional Responsibilities:

- Perform other related tasks as assigned by the Director of Weather Operations.

Education and Experience:

- Bachelor's or Master's degree preferred in a weather-related field or at least 5 years of equivalent experience.
- Demonstrated experience in operational and logistical management.
- Demonstrated experience in managing staff (remotely, a plus).
- Weather forecasting.

Knowledge, Skills, and Abilities:

- Strong leadership and supervisory skills.
- Independent problem-solving with sound judgment about when to consult others.
- Excellent organizational and communication skills.
- Ability to work collaboratively in a team environment.
- METAR certification within three months of acceptance of the position.

- Working knowledge of daily summit operations, including weather observations and forecasting, or demonstrated ability to acquire this knowledge quickly, sufficient to actively support summit staff with these tasks.

Work Environment:

The SWOM is expected to maintain a strong on-summit presence, splitting time between both shift crews. This includes leading shift change, whether the standard Wednesday changeover or an adjusted day due to holiday shift schedules, plus one to two additional days on the summit each week, for a target of at least 9 days on the summit per two pay periods. Time in the MWOBS North Conway office is expected as needed, and the SWOM may work remotely when not on the summit and when appropriate. Time on the summit may also include occasional overnight stints up to one full shift (8 days). Additionally, this role requires round-the-clock 'on-call' availability, which will include evenings, weekends, and holidays as dictated by summit operational needs.

Benefits:

This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off, health, vision, and dental insurance, short and long-term disability insurance, a retirement plan after six months of service, New Hampshire paid family medical leave, complimentary gear from our sponsors, and discounts on our retail items. Our employees also have a 401K retirement plan, with an optional 5% match after 6 months of employment.

Compensation:

Based on expected 80 hours bi-weekly, ranging from \$54,000 to \$60,000 per year depending on experience.

Hire/Fire Responsibility:

The Summit Weather Operations Manager leads the coordination and logistics of hiring, training, supervising, and evaluating MWOBS summit staff as needed. Hiring and termination decisions are made jointly with the Director of Weather Operations.

Employment at Will:

This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve.