



CSTC Coordinator Job Posting

Open until filled

Applicants may email resumes and cover letter to

Att: Brian Kennelly

info@caribooski.ca

The coordinator job will be approximately 25-35 hours per week from December until March with the potential for more hours per week. **The coordinator will be considered a growth position with the intention to evolve into the CSTC manager position in season two.** Staff are required to show proof of vaccination.

Job Purpose

The coordinator reports directly to the manager and the president of CSTC on a daily/weekly basis.

The coordinator will be a part of a team responsible for coordinating and overseeing aspects of club operations to fulfill the Club's mandate and ensure the growth and vitality of cross-country skiing in the Quesnel area. The coordinator will use social media to market events, coordinate coaching and volunteers, do some coaching of beginner skiers, and work in the lodge and rental shop. For more information about the Cariboo Ski Touring Club see our website at www.caribooski.ca

Working Hours and Conditions

For 3 months (December, January and February) the position will be approximately 25-30 hours per week and the schedule will vary according to the needs of the club and the manager.

During the primary season December 1st to Mar 1st the coordinator will be mainly on site at the Hallis Lake lodge and trails. Some outdoor work in winter conditions will be required during the winter season. Some off-site work, picking up lodge supplies, connecting with community will be required.

Transportation to and from the ski trails (primary work location) must be provided by the employee. The employee will be required to use their own vehicle to do banking, visit schools, stores etc.

CSTC will pay for coaching certification, ski, and first aid courses.

Compensation

The wage is \$23-25/hr with a season contract of 250-350 hours anticipated for the upcoming 2021/22 season. With a successful first season CSTC will be prepared to negotiate a multi-year seasonal contract with full-time hours and a wage increase to \$27-30/hr.

Desired Qualifications/Experience

- Current Cross-Country skier at a recreational level or better is a requirement. Knowledge of the Cariboo Ski touring Club and the Quesnel / Cariboo recreational opportunities is an asset.
- Ability to commit the required hours (many on weekends), from December -March .
- Proven excellence working in a team environment
- Demonstrated time management skills and attention to detail.
- Self- motivated and organized with strong verbal and written communication skills.
- Proficiency in computer and social media skills. Confidence and ability in the use social media like Facebook and Instagram to market events as well as an ability to use virtual platforms like zoom and collaborative documents such as google docs and google spreadsheets to communicate with the manager, and directors.
- The ability to take initiative and expand on a framework of duties with little supervision to complete all required tasks. A successful ski season requires long term planning and forward-thinking initiative that is wholly dependent on the entire team fulfilling an action plan.
- An ability to maintain records and follow regulations to ensure both volunteer qualifications and staff qualifications as set out by CSTC policies are maintained.
- Ability to help plan a youth sport program within the 'return to sport' and Cross Country BC guidelines.
- First aid is required in the job but can be obtained once hired.