



CSTC Manager / Ski School Coordinator Job Posting

Open until October 10, 2020

Applicants may email resumes and cover letter to

Att: Brian Kennelly

info@caribooski.ca

Job Purpose

The General Manager / Ski School Coordinator reports directly to the president of CSTC and through reports to the Board of Directors.

The Manager / Coordinator will be 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. In a coordinating capacity the manager will develop and grow all aspects of the Elementary Ski School program. For more information about the Cariboo Ski Touring Club see our website at www.caribooski.ca

Working Hours and Conditions

For five months (mid- November to mid-April) the position will be full time at 40 hours per week and the schedule will vary according to the needs of the club and the manager. From mid- April to mid- November, the hours will be flexible, banked if agreed upon and will be approximately 10-15 hours per month and will be mutually agreed upon based on an established framework of duties.

During the primary season December 1st to April 1st Manager will be mainly on site at the Hallis Lake lodge and trails. Through the rest of the year the manager is required to divide their time as needed between on-site and a home office. Some outdoor work in winter conditions will be required during the winter season. Off-season work will include home-based office time with on-site work occurring as needed.

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.

Compensation

The wage is \$25/hr with a season contract of 800 hours anticipated for the upcoming 2020/21 season. With a successful first season CSTC will be prepared to negotiate a multi-year seasonal contract.

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.
- Proven excellence working in a team environment
- Demonstrated time management skills and attention to detail; volunteer management and marketing or event planning experience would be an asset
- Self- motivated and organized with strong verbal and written communication skills.
- Proficiency in computer and social media skills. Ability to use social media like facebook and Instagram to market 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 board of directors and stakeholders.
- Basic understanding of bookkeeping concepts and the ability to organize and communicate daily weekly financial transactions on a spreadsheet.
- 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 manager.
- An understanding of hiring practices and the ability to direct and supervise employees.
- 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 connect with other Nordic clubs and Cross Country BC to maintain a network of information and shared ideas.
- Ability to plan a youth sport program within the 'return to sport' and Cross Country BC guidelines.
- The necessary experience and qualifications to successfully carry out the duties in the 'scope of work' document. See Scope of Work for a more detailed job description.

To apply please email your resume and cover letter to info@caribooski.ca att: Brian Kennelly by October 10th.

The successful applicant will begin work by November 1st at the latest.