

CSTC CLUB MANAGER / PROGRAM COORDINATOR

Scope of work revised 2020

Total hours per season 800

Scope of Work/ Job Description: The Club Manager and Ski School Program coordinator (Herein called Manager) are two distinct but combined responsibilities that ensure the effective operation of the Cariboo Ski Touring Club. CSTC facilities and programs are under the CSTC volunteer board of directors and president in their specific areas of responsibility. The manager carries out his/her responsibilities with little supervision but with teamwork and communication with the president, treasurer and other directors as needed. On Site work season typically runs from mid November to the end of March with full time on-sit work beginning the first week in December. Outside of this time much of the administrative work and communication can be done from the managers home office if preferred. The manager is required to have a vehicle and tasks will require physically going to the bank, schools and stores at times.

The contract hours for the season (mid-November until April 15) are currently at 800 hours of work. The scope of work has been divided into Manager and Ski School Coordinator responsibilities for clarity.

Manager

The manager reports to the President of CSTC and is responsible for the following aspects of CSTC operations with support from the board of directors. Approximately 500 hours per season.

- Work closely with the CSTC President, and the CSTC Treasurer to administer all club operations
- Be conversant with the Operating Agreement with the Provincial Government
- Understanding the commercial insurance coverage of the CSTC and participating in the renewal of such insurance
- Work closely with CCBC to maintain alignment and ensure compliance to insurance and membership requirements.
- Hiring, supervising, training and scheduling additional support staff for the rental shop.
- Marketing of the club services and programs
- Initiate and organize weekly events designed to promote skiing at Hallis Lake.
- Coordination and administration of lodge rentals ensuring compliance with policies
- Management of the facilities: Initiate maintenance and project work for the lodge, ensure the lodge is clean and well stocked daily / weekly and oversee that lodge duties are being done by the rental shop staff
- General administrative duties: responding to inquiries, reporting to stakeholders attending board meetings

- Specific accounting duties: bookkeeping/record keeping, payroll, monthly PST tax remittances, financial reports as required by the treasurer, weekly deposit reports, etc.)
- Communication with the highways contractor Emcon to ensure Hallis Rd is maintained.
- Provide first response for first aid when onsite and ensure staff is trained and understands procedures
- Monthly water testing as required by Northern Health
- Regular deposits of funds
- Lodge concession administration, or delegation to rental shop staff
- Providing reports to the CSTC executive monthly and CCBC as required.
- Membership registration for those purchasing memberships from the shop
- Maintain ski shop inventory records. Inform Treasurer of any capital asset adjustments ie when taking skis out of stock to sell or damaged equipment out of inventory.
- Ongoing evaluation of effectiveness of all CSTC programs and recommending or initiating opportunities for improvement
- Some participation in BC Gaming Grant or other grant applications and assist in the administration and reporting of funds from these grants.
- Support volunteers to organize special events

The following duties which may be carried out by the manager or delegated to other employees:

- Ensure that safety issues are addressed first thing each day. For example, snow & ice on stairways, exits are clear etc.
- Opening and closing of the lodge facilities
- Ski pass sales and membership sales on site
- Ski rentals including maintenance
- Custodial duties tidy and clean the lodge and remove garbage so that the lodge is left in clean condition at the end of each day.
- Answering visitor inquiries (phone/email)
- Maintenance and update of club facebook page and bulletin boards re grooming, weather conditions etc
- Purchasing of supplies for lodge

Ski School Coordinator

The entire ski school program is initiated, grown and maintained by the coordinator under the umbrella of the CSTC board. The program operates according to the CCBC ski s'kool program guidelines. Approximately 300 hours per season but this may increase or decrease according to enrollment.

- Marketing and communications to promote the CSTC Ski School Program. A strong line of communication with School District 28 and the participating schools is required
- Complete coordination and operation of the Youth Ski School with the first priority being safety
- Organization and recruitment of YSS ski coaches with assistance from the Ski School Director and Coaching Director.
- On snow coaching of some of the Youth Ski School sessions.