

# CARIBOO SKI-TOURING CLUB

**Job Posting September 2025**



**Position:** RENTAL SHOP ATTENDANT AND COACH  
**Reporting to:** Club Manager, CSTC President  
**Hours:** 16-24hrs/wk (maximum 80hrs per pay period) Dec15 until mid to end of March  
**Wage:** \$25/hr

*Interested in being part of a great team? Join CSTC for the 2025/26 Ski season and be part of a vibrant, healthy Non-profit club that loves skiing, snowshoeing and provides a high-quality recreation facility and a variety of Cross-country ski programs to children and adults in our community.*

## **SKILLS AND QUALIFICATIONS:**

- Recreational level knowledge of cross-country skiing.
- Affinity for helping beginner skiers, children, and adults, learn to ski.
- Ability to take the online coaching course-( CSTC sets it up and pays)
- Willingness to spend a portion of the workday coaching.
- Ability to take direction, function independently and manage multiple tasks
- Demonstrated problem solving skills and ability to think and act independently
- Ability to function in a team environment
- Superior communications skills in working with the public, volunteers and children
- Willingness to get a criminal record check.

## **GENERAL RESPONSIBILITIES:**

### **Coaching:**

- Take part in coaching elementary school children in our youth ski school program 2-4 mornings each week in January and February.

### **Customer Service & Administrative:**

- sell passes, rentals manage cash transactions and conducting daily cash outs independently
- reconciliation of cash / accts, basic understanding of financial procedures.
- ensure effective and organized documentation of membership, rentals, day pass and food sales.

### **Facilities Management:**

- maintain lodge cleanliness and safety to a high standard, carry out closing procedures and lock up independently.
- general clean-up, snow shoveling, firewood and keeping the fireplace and woodstove going in the winter.
- standard janitorial duties
- food-safe practices and awareness of overall venue safety.
- first aid (training will be provided if necessary)
- waxing skis. (training will be provided)

### **Communications:**

- maintain excellent communication with the manager through email, texts and in-person.
- ensure communication from track-setters and others are shared in a timely manner with the club FB site and grooming board

**To Apply Please email your cover letter and resume to [caribooski@gmail.com](mailto:caribooski@gmail.com). This posting closes December 1, 2025.**

**For more information call the Manager (Lori) at 250-255-4017**