

Job Description

Programs Administrator – Maternity Leave Coverage

Organization: Larch Hills Nordic Society

Term: October 1, 2026 – March 31, 2027

Location: Combined 2–3 days on-site at the chalet and 2–3 days from a home office

Hours: about 20-25 hours per week

Salary: \$24-26/hours commensurate on experience

APPLICATION DEADLINE: 2026 SEPTEMBER 30

Job Overview

Larch Hills Nordic Society is a community-based Nordic ski organization supporting winter recreation, youth programming, school visits, volunteers, and events at the Larch Hills ski area.

We are currently seeking an organized and community-minded Programs Administrator to cover a maternity leave for the 2026/2027 winter season. This role is the operational heartbeat of our winter programs, acting as the primary point of contact for visitors, schools, volunteers, and coaches, while ensuring the smooth day-to-day running of our facilities and events.

Core Responsibilities

1. On-Site Operations & Hospitality

- **Chalet Care:** Maintain a welcoming chalet environment, including basic snow shoveling/sanding, tidying facilities, managing garbage, and monitoring the lost and found.
- **Visitor Services:** Act as the main point of contact for visitors; process payments.
- **Safety:** Monitor the radio and act as the on-site emergency contact.

2. Communications & Digital Administration

- **Public Updates:** Keep the community informed by updating various platforms.
- **Newsletters:** Design and distribute the community E-news via Mailchimp.
- **Compliance:** Monitor regulatory documents (criminal record checks, coaching qualifications)

3. Program Coordination (Jackrabbits)

- **Communication:** Lead communications between the volunteer coordinator, coaches, and families regarding schedules, general practise sessions, merchandise ordering (Jakroo, CCBC), and event promotions.

- **Session Logistics:** Prepare/oversee weekly on-site materials (whiteboards, attendance sheets, bibs, first aid kits) and stock supplies (hot chocolate, rewards).
- **Coach Support:** Coordinate coaching clinics, manage participant requirements, and maintain coach compliance files.

4. School Program Management

- **Scheduling:** Manage school registrations, monitor capacity limits, and schedule school visits.
- **Host Coordination:** Recruit, schedule, and communicate shifts with volunteer ski hosts.
- **Weather & Logistics:** Monitor weather, trail, and road conditions early mornings/evenings (as needed) to communicate cancellations or adjustments to teachers and hosts.
- **Appreciation:** Organize the year-end volunteer appreciation lunch.

Qualifications & Requirements

- Own vehicle to commute to the hill on a gravel road in winter conditions.
- Strong organizational, scheduling, and multi-tasking skills.
- Excellent communication skills (written and verbal) for interacting with volunteers, teachers, and families.
- Proficiency with digital tools (or willingness to learn): Zone4, Mailchimp, social media platforms, and Microsoft programs.
- Ability to work on site Saturdays and 1-2 weekdays, and 1-2 days at home office with occasional early mornings or evenings for weather and cancellation checks.
- A friendly, community-first attitude with an appreciation for outdoor recreation.

This is a great opportunity for someone who enjoys community recreation, practical problem-solving, and supporting others during a busy winter season. Candidate would work closely with Operations Manager. Option for limited hours in the off-season (April to September).

To apply, please **send a resume and brief cover letter** outlining your relevant experience and interest in the role. Send to: manager@skilarchhills.ca. Applications will be reviewed as received.