



Revelstoke Nordic Ski Club

2265 Hwy 23 South, P.O. Box 1618, Revelstoke, BC V0E 2S0
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www.revelstokenordic.org

Job Description – Club Manager Position, 2017/2018

The Club Manager is responsible for assisting to ensure effective operation of the Revelstoke Nordic Ski Club and its facilities under the direction of the board of directors.

The Club Manager is responsible for the following:

- Opening and closing of day lodge facilities
- Ticket office sales
- Ski and snowshoe rentals (incl. maintenance)
- Membership registration (oversee membership services, manage Zone4 registration)
- Marketing of club services and programs to hotels, booking agencies, etc.
- General administrative duties
- Share in custodial duties (split with coach)
- Answering visitor enquiries (phone/email/web)
- Booking lessons
- Regularly update trail conditions (website, snow phone, social media, etc)
- Update and manage website
- Coordinate and edit monthly newsletter
- Purchasing of supplies (cleaning supplies, wood pellets, fuel, etc)
- Minor lodge maintenance and repair
- Coordinate grooming schedule
- Pursuing external funding opportunities
- Board support (attend board monthly board meetings, assist with strategic planning and policy development, assist committees, etc.)

The Club Manager will report directly to the Club's Director of Operations.