



Revelstoke Nordic Ski Club

2265 Hwy 23 South, P.O. Box 1618, Revelstoke, BC V0E 2S0
Ph: 250-814-4262 email: info@revelstokenordic.org
www.revelstokenordic.org

Job Posting – Club Manager Position, 2017/2018

The Revelstoke Nordic Ski Club is seeking a Club Manager for the coming season to ensure effective and efficient operations of the Nordic Club and its facilities under the direction of the board of directors.

The Revelstoke Nordic Ski Club is a registered non-profit organization with roots that can be traced back to 1891! Today, the club is largely volunteer run with key paid positions. We maintain 26km of skate and classic ski trails, including 5km of lit trails. The RNSC regularly hosts local, regional and provincial races and will be hosting the 2018 Midget Championships. The club has an active and engaged membership with large turnouts to fun races and events.

The club manager will be responsible for the tasks described below, but will have wide latitude to develop programs, apply for funding and be involved with the growth and development of the club over the coming years.

The Club Manager is responsible for (although not limited to):

1. Membership registration
2. Ticket office sales
3. Ski rentals
4. Club marketing
5. General administrative duties
6. Share in custodial duties
7. Grant applications

Required skills:

1. Outstanding oral and written communication skills coupled with engaging and positive people skills
2. Excellent organizational skills
3. Integrity on the job and high ethical work standards in all dealings with members, board of directors and community partners
4. Enthusiasm for working with the Board, volunteers and members to achieve goals
5. Excellent computer skills

Additional desired skills/qualities:

1. Passion for Nordic skiing
2. Level 1 First Aid with Transportation Endorsement
3. Coaching certifications



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This will be a 5 month salaried position, based on 30 hours per week, starting in early November. Remuneration will be \$20 per hour, with a performance bonus considered if the manager takes initiative to increase club funds through increased visitors, or external funding.

Please send resume and cover letter to info@revelstokenordic.org by October 20th, 2017.