



# Revelstoke Nordic Ski Club

## JOB POSTING: TICKET OFFICE ATTENDANT

### SEASONAL PART-TIME

The Revelstoke Nordic Ski Club (RNSC) is currently seeking a motivated and energetic individual to fill the position of Ticket Office Attendant. As a part of the ticket office team, the Ticket Office Attendant will help offer a welcoming presence to members and guests. The ticket office deals with phone, web, and in-person customer service while selling tickets and providing rental equipment.

Note: RNSC requires that all employees are fully vaccinated against COVID-19. All employees are required to wear a mask indoors as per BC Health order and while helping customers outside.

#### Required Skills and Experience

- Great customer service: welcoming, good interpersonal skills and helpful
- Self-motivated, highly organized, and adept at prioritizing competing demands
- Able to work independently and learn new skills easily
- Proficient computer skills, including online merchant programs, Excel spreadsheets, and website updates.
- Able to work credit card/debit machines and handle cash
- Able to reconcile daily cash-outs
- Be respectful of a family-friendly environment
- Willing to interact with the public for surveys
- Willing to adopt and adapt to COVID-19 protocols as required

#### Preferred Skills and Experience

- Experience with Nordic skiing facility operations, including the RNSC
- Previous experience in retail
- Proficiency with Zone4.ca and sport-specific file management technologies
- The ability to speak French

#### Salary and Conditions

The Ticket Office Attendant is an hourly position, \$19.50/hour, beginning in December 2021 and continuing until April 2022. The position is for a minimum of 4.5 hours each Saturday evening (4:00pm - 8:30pm). During the holidays/busy times RNSC schedules 2 people in the ticket office; working with the employee's availability this position will be scheduled for further hours during these times. This position will also serve as an on-call fill in for scheduling gaps and vacation coverage. This part-time position is seasonal.

#### Applications

Interested candidates should submit a resume, references, and a cover letter to [info@revelstokenordic.org](mailto:info@revelstokenordic.org) (attention: RNSC Hiring Committee) November 30th, 2021. All applicants will be contacted, but only shortlisted candidates will be interviewed.