



## **JOB POSTING: NORDIC RECREATIONAL PROGRAM COORDINATOR**

### **SEASONAL PART-TIME**

The Revelstoke Nordic Ski Club (RNSC) is currently seeking a motivated and energetic individual to fill the new position of Recreational Program Coordinator (RPC). The position will coordinate delivery of recreational programming, which includes Ski League (Bunnies, Rabbits, Trailblazers), school groups, adult instructional, and private lesson programs.

The ideal candidate will have experience in, a passion for, and a background in Nordic skiing. The main core responsibility is to coordinate the ski programs, however, this person can potentially instruct and/or lead some programs depending on the candidate's skiing acumen.

The start date for this position will be late August to September 1st, depending on candidate availability.

### **OUR CLUB**

The RNSC is a nationally-affiliated club and a registered non-profit organization that traces its roots back to 1891, with a long history of organizing and delivering programs geared towards nordic skiers of all ages and performance levels. The RNSC has over 30km of groomed trails for both skate and classic, including 6km of daily lit night skiing. In 2021, the club membership grew to an all-time high of 1228, up from 700 members in 2018, representing 15% of the current community. The RNSC offers athlete development programs for ages 4 to adult, including Ski League, Elementary Ski S'kool, High School Ski, Ski After School, private / group lessons and Race Team, delivered under the leadership of our Director of Athlete Development, Athlete Development Committee (ADC), and full-time Head Coach.

RNSC is governed by a volunteer board. All of the services provided by the club are accomplished by staff and dedicated volunteer members. These services include trail and asset maintenance; trail grooming, special events; club communication via our newsletter, social media, and website; and the ski programs listed above. The club has five seasonal employees: an Executive Director, a Head Coach, an Operations Manager, a Lodge Manager, and a Caretaker; as well as a contracted Bookkeeper.

## **CORE RESPONSIBILITIES**

- ❖ Coordinate Bunnies, Rabbits, and Trailblazers programs
- ❖ Coordinate adult instructional programming and private lessons
- ❖ Coordinate in-school and after-school programming
- ❖ Additional club support responsibilities (i.e. management of Ski League equipment fleet, assistance with lodge roles as required, etc.)

## **ADDITIONAL RESPONSIBILITIES**

- ❖ Delivery of adult instructional and private lessons
  - > Instructing is a preferred qualification, not required.

## **QUALIFICATIONS**

- ❖ Strong organizational and communication skills
- ❖ Ability to show personal leadership within the position, through setting priorities, delegating work and contributing to program goals and mandate with creative and constructive input
- ❖ Willingness to participate in the ongoing change process required of a small, growth-oriented organization and contribute to a constructive and positive “team” atmosphere
- ❖ Able to prioritize tasks to fit weekly time frame
- ❖ Competent at recruiting, retaining and engaging positively with volunteer coaches
- ❖ Demonstrated enthusiasm and ability to engage and work in a meaningful and supportive manner with children, youth and adults
- ❖ Computer literacy
- ❖ Ability to show personal leadership and initiative within the position
- ❖ Preferred: Proficient cross country skiing ability and background in sport
- ❖ Bonus: Connected into the Revelstoke Community already

## **WAGE**

- ❖ Wage: \$20 / hr
- ❖ Maximum total seasonal hours: 840 hours
- ❖ Distribution of hours: 10 - 15 hours / week from late August/September to November; 20 - 30 hours / week from December to end of March
- ❖ If applicable, remuneration for on-snow instruction will be in addition to the identified base salary range.

## **APPLY**

Interested candidates should send a cover letter and resume to [info@revelstokenordic.org](mailto:info@revelstokenordic.org) by July 25th. Candidates selected for an interview will be contacted the week of July 26-30th.

Please do not hesitate to ask questions or for clarification via e-mail at the address above.