



Position: General Manager, Nickel Plate Cross Country Ski Club

Nickel Plate Nordic Centre is located in the scenic Okanagan Valley, just 45 minutes from downtown Penticton. It boasts 56 km of groomed trails for both classic and skate skiing as well as 16 km of marked snowshoe trails, with trails for all abilities. At 1800 metres elevation we enjoy one of the longest ski seasons in the western hemisphere. The Nickel Plate Nordic Centre was developed by the Nickel Plate Cross Country Ski Club (a volunteer, non-profit, society).

We are seeking a candidate who takes initiative in bringing to reality our goal of making Nickel Plate a world class facility with excellent programs, and who will support the board in trying new and creative ways to reach this goal.

Job Description:

- This is a full-time position based on a 40-hour work week from October 1st to March 31st (6 months). The position becomes part time from April 1st to September 30th (averaging 10-20 hours per month).
- The position will include general operations of the Nickel Plate Nordic Centre as well as grooming when required.
- The position of General Manager reports directly to the Board of Directors. The tasks and responsibilities will be varied, and creativity will be needed to be successful in the position.
- Responsibilities will involve managing the Club's resources which include staffing, facilities and equipment, and the member volunteers.
- The candidate must be proficient in computer skills. This is necessary for grooming reports, website updates, emails, writing media articles preparing invoices, and writing monthly and end of season reports that include revenues and expenses.

Duties will include, but not be limited to:

- Attend monthly Club board meetings when required and provide a report on recent activities.
- Work collaboratively with the board to achieve the club's objectives of continuing to develop a world-class facility with excellent programs for all ages. This includes grooming scheduling, professional development, and management of the activities and volunteers in this volunteer-run club.
- Hire, train and supervise staff of the Nordic Centre.

- Recruit, manage, and oversee the team of volunteer directors.
- Liaise with the public / members who utilize the Nickel Plate Nordic Centre.
- Manage the equipment rental shop.
- Liaise with the club's bookkeeper to ensure accurate and timely recording of the club's revenues in the accounting records. Provide payroll data to the bookkeeper and distribute staff pay cheques.
- Facilitate and ensure the delivery of school programs.
- Facilitate and ensure delivery of races and special events.
- Liaise with the Club Secretary to ensure all coaches have criminal record checks completed in accordance with existing guidelines.
- Ensure the trails and facilities are well prepared for opening each season and that the facilities are properly closed and secure at the end of each season.
- Ensure the parking lot is plowed as required.
- Ensure grooming machine operators are trained properly and in accordance with the standard set by the board of directors. Ensure office staff are trained in first aid.
- Operate trail grooming/track setting equipment as required and ensure all trails are groomed in a consistent manner. Maintain equipment repair and maintenance records

- Organize regular maintenance on grooming machine and other club equipment. Ensure all facilities are in clean condition.
- Maintain an accurate yearly calendar of events.
- Ensure that the club's website is maintained and that relevant information is posted in a timely manner.
- Work directly with volunteers to ensure all media publications are accurate and timely.
- Perform other related duties as required.
- **Compensation:** Compensation will be dependent on experience.
- **To apply, please submit the following:**
 - Cover letter and resume
 - References

To: Carolyn Buzikievich, Vice President Nickel Plate Cross Country Ski Club

Email: vp.nickelpn@gmail.com

This job posting will close on Aug. 24, 2018