



Job Posting

General Manager

Overview

The Kimberley Nordic Club (KNC) is a well-established, full service ski club whose mandate is to provide cross-country skiing facilities and Nordic events for its members and the community; as well as foster Nordic skiing as an affordable, life-long winter activity. It is a volunteer run organization and one of the largest clubs in Canada and B.C. with almost 1400 members and 310 children and youth skiers participating in sessions during the 2018/19 ski season. The youth programs at KNC have produced some of the fastest young skiers in Canada in the past decade even though we have only recently (one year ago) hired a paid head coach. The club has recently rebuilt trails that meet FIS standards and is looking to host some larger racing events in the future. About 10 years ago a full service day lodge was built which provides a great gathering place for members and visitors to our venue and community. With all that is happening, KNC is at a stage in its evolution, where a General Manager is required to lead our club into its next phase. Working with the Board of Directors and other key staff, he/she will take on a key leadership and co-ordination role that ensures KNC continues to meet its mandate in a progressive, positive way.

Specific Accountabilities

- Work collaboratively with Board members, staff, coaches and other volunteers who are responsible for the delivery of services and programs.
- Maintain/build positive relationships with other community groups, organizations, various levels of governments, companies, etc.
- Assist to develop and manage operational budgets and secure grants to support needs of KNC and its programs.
- Carry out operational plans i.e. facilities and ensure that all work is conducted in accordance with the approved plans, budgets and established financial procedures
- Lead/support KNC with strategic planning and goal setting

Desirable Skills

1. Proven leadership skills

2. Self-motivated with strong organizational skills, attention to detail and able to work under pressure
3. Proven ability to communicate effectively both verbal and written
4. High proficiency with computers, business software, web page administration, membership/event management software & social media applications.
5. Proven entrepreneurial skills and successful planning, implementation and management of initiatives (e.g. programs, revenue generating opportunities)
6. Team Player
7. Project management and special event planning expertise
8. Fundraising expertise
9. Commitment to/knowledge of the sport of Cross Country Skiing

Remuneration

The salary for this part-time, one year, salaried employment contract may be \$30,000 with benefits but will be finalized in discussions between the successful candidate and the KNC President, Tony Hetu, and will be based on the qualifications and experience of the successful candidate. It should be recognized the distribution of hours worked fluctuate seasonally throughout the year (i.e. more intensive in the ski season, less intensive in the off season) so flexibility in work hours is expected.

Please submit a cover letter and résumé by email to the KNC President, Tony Hetu, at kimberleynordic@gmail.com (digital submissions only with the position title in the subject line). Only candidates selected for interview will be contacted.

Applications must be received by **4:00 pm on Friday Dec. 6, 2019**

Interviews will be conducted as qualified applications are received. The competition closes when a desired candidate is found. **Ideally, the start date for this position is Dec. 15, 2019.**

Thank you in advance for your belief in the Kimberley Nordic Club, enthusiasm for the sport of cross-country skiing and its growth in our community.