



Job Description – Programs Administrator, 2022/2023

Program Administrator Duties and Responsibilities

SDP/Ski Team Admin Position Responsibilities

- Ensure all coaches are registered annually with Nordiq Canada.
- Emergency Action Plan coordinator for all youth programs – getting any info needed from club safety committee.
- Relay all Emergency Action Plan information to the Ski Team Coaches and Jackrabbit Leaders.
- Create first aid kits for new Ski Team Coaches/Jackrabbit Leaders and updated kits for current Ski Team Coaches/Jackrabbit Leaders (or assign a volunteer to do so).
- Organizing of coaching courses for Ski Team and Jackrabbits with CCBC and assisting in hosting courses at Larch Hills.
- Encouraging Larch Hills coaches and Jackrabbit Leaders to sign up for courses and keeping coaching qualification document updated with Ski Team Head Coach and Jackrabbit Coordinator.
- Coordinating with Jackrabbit Program in conjunction with U10/U12 coaches regarding communication to current Jackrabbit families about joining the race team.
- Act as the SDP Contact with CCBC.
- Ensure Criminal Record Checks for all youth programs are up to date.
- Provide assistance to the Ski School Program.
- Liaison with Nordiq Canada and CCBC.
- Coordinate coach/volunteer training for programs.
- Organize/Coordinate the following: Rec Masters Program, adult lessons, men's/women's nights, special events for members.
- Some coordination of fundraising events and grant applications for Ski Team.
- Website/social media updates for relevant programs.
- Assist with Larch Hills Clothing orders as needed.
- Communicate with tracksetting crew regarding special events.
- Daily maintenance of chalet and facilities when on site – ie, washrooms, outhouses and kitchen.
- Communicate with Safety Hosts when on site.
- Any other duties and provide assistance to the Club Manager when needed.

This will be a 5 month salaried position, based on 15 - 20 hours per week starting in early November. Wage negotiable (\$20-\$23/hr) depending on knowledge and experience. The successful candidate will be required to be on site at the Larch Hills Chalet a minimum of 2 days/wk.

Interested candidates please submit resume and cover letter to Larch Hills Nordic Society Board of Directors at manager@skilarchhills.ca, by September 15th, 2022. Only candidates selected for an interview will be contacted.