



## **JOB POSTING: NORDIC OPERATIONS ASSISTANT**

### **SEASONAL PART-TIME**

The Revelstoke Nordic Ski Club (RNSC) is currently seeking a motivated and energetic individual to fill the position of **Operations Assistant**. The position will be supervised by our Operations Manager and will be focused on repair and maintenance of our grooming/trail equipment, buildings, and trails. This is a new position to accommodate the growth of the club. We are also seeking to mentor this candidate to take over as Operations Manager in the future.

The ideal candidate will also have experience in, and a passion for, Nordic skiing.

This position would be ideal for an individual with a background in ski resort and/or ski lodge maintenance already, although this is not a required skill.

#### **Additional employment:**

- A candidate with coaching skills can potentially instruct and/or lead programs, depending on the candidate's skiing acumen. This can significantly add to work hours.
- A candidate can be trained in the Ticket Office to co-work busy days and fill in for any scheduling gaps.

The start date for this position will be October 15th, 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 2023, the club membership grew to an all-time high of 1231, up from 700 members in 2018, representing 15% of the current community. The RNSC offers athlete development programs for ages 4 to adult, as well as fun events and races for our community.

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 employs: an Executive Director, a Head Coach, an Operations Manager, a Lodge Manager, additional office staff and a Caretaker; as well as a contracted Bookkeeper and coaches/instructors.

#### **CORE RESPONSIBILITIES**

- ❖ Service, repair and maintain all mechanical equipment including, but not limited to, the BR350, chainsaws, brush saws, pole saws, snowmobile, quad or SXS, Ginzus, other grooming equipment, backhoe, and any borrowed or rented equipment
- ❖ Within the Operations Assistant's scope and level of training, cut fallen trees and hazardous tree branches as needed
- ❖ Roll trails and operate Ginzus as needed
- ❖ Assist with all aspects of trail maintenance
- ❖ Provide written records on equipment maintenance and repairs
- ❖ Suggest improvement on equipment and/or maintenance
- ❖ Assist with developing and building specialized equipment or modifications for efficient trail maintenance and grooming
- ❖ Keep the shop and outside area well organized, clean and tidy
- ❖ Be available at scheduled times for emergency call outs ( ie weekends or specific days of weeks)
- ❖ Within the Operations Assistant's scope and level of training, assist with trail accidents or rescues
- ❖ Support Lodge Manager, Executive Director and Operations Manager with any information helpful with keeping a smooth operation
- ❖ Assist with training volunteer snowmobile and quad/SxS operators and ensuring their safe operation
- ❖ Adhere to RNSC and WorkSafe BC safety policies
- ❖ Potential, if summer grant work acquired, to assist with coordinating, supervision and implementing summer projects

## **ADDITIONAL RESPONSIBILITIES**

### *With Lodge Manager*

- ❖ Update trail conditions (website, snow phone & white board)
- ❖ Assist with rental ski fleet maintenance
- ❖ Assist with lodge maintenance/repair

## **QUALIFICATIONS**

- ❖ Some experience operating and maintaining snowcats and small engine powered tools and equipment
- ❖ Strong organizational and communication skills
- ❖ 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 or work to deadlines
- ❖ Computer literacy
- ❖ Bonus: Connected into the Revelstoke Community already

**WAGE**

- ❖ Wage: \$25-27 hr dependant on experience and qualifications
- ❖ Maximum total seasonal hours: 576 hours
- ❖ Distribution of hours: average 24 hours / week from mid October to Mid/end April

**APPLY**

Interested candidates should send a cover letter and resume to [info@revelstokenordic.org](mailto:info@revelstokenordic.org) by September 15th. Candidates selected for an interview will be contacted the week of Sept 18-22.

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