Revelstoke Nordic Ski Club

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www.revelstokenordic.org

Job Posting – Club Manager Position, 2014/2015

The Revelstoke Nordic Ski Club is seeking a Club Manager for the coming season to ensure effective and efficient operations of the Nordic Club and its facilities under the direction of the board of directors.

The Club Manager is responsible for (although not limited to):

1. Membership registration
2. Ticket office sales
3. Nordic ski rentals
4. Club marketing
5. General administrative duties
6. Custodial duties

Required skills:

1. Outstanding oral and written communication skills coupled with engaging and positive people skills
2. Excellent organizational skills
3. Integrity on the job and high ethical work standards in all dealings with members, board of directors and community partners
4. Enthusiasm for working with the Board, volunteers and members to achieve goals
5. Excellent computer skills

Additional desired skills/qualities:

1. Passion for Nordic skiing
2. Level 1 First Aid with Transportation Endorsement
3. Ability to do minor building repairs and service equipment

This will be a 5 month salaried position, based on 30 hours per week, starting in early November. Remuneration will be between $15 and $18 per hour, depending on qualifications and experience.

Please send resume and cover letter to info@revelstokenordic.org by September 30th, 2014.

The Revelstoke Nordic Ski Club is a member-run club with over 500 members and a board of directors, operating at the Mount Macpherson Recreation Trails network. RNSC maintains 26 kilometers of groomed Nordic trails for both classic and skate skiing, including 5km of lit trails and a dog-friendly loop.

More details and job description can be found at: www.revelstokenordic.org