

Job Description

Skier Development Program Coordinator

Description:

The Castlegar Nordic Ski Club (CNSC) maintains 45 kilometers of Nordic ski trails at the Paulson Cross Country Ski Trails Recreation Site, located 32 km. west of Castlegar on Highway 3, just west of Nancy Greene Lake. Reporting to the Club's Vice-President, this position is responsible for the overall coordination of the CNSC's youth Skier Development Program, the 'Monashee Adventurers'. The program has an average annual enrollment of 30-40 children and provides ski lessons (Sunday mornings) and other events from December to March each year.

Duties:

1. Plan, organize and lead the CNSC Skier Development Program (SDP) including:
 - in consultation with the SDP Head Coach, develop an annual Season Plan with a schedule for lessons and program events
 - recruit and organize Head Coach, volunteer coaches, guest coaches and others as required
 - ensure all individuals involved in the program have training appropriate to their role or function and arrange for training where required
 - monitor coaching activities and provide support as required
 - communicate regularly with the SDP group (families, coaches, volunteers) on events, schedules and activities through emails, phone calls, notice handouts and/or CNSC website notices
 - coordinate support for training sessions and events (snacks, beverages, hut person)
 - liaise with the CNSC Trail Grooming Operators regarding packing/grooming requirements for trails used by the SDP, as well as the stadium and terrain park ski training areas (prior to Sunday mornings)
 - pre-organize to ensure proper equipment (including skis) is available when required and arrange for equipment storage
 - update SDP registration packages through the CNSC Secretary and assist participants with registration
 - liaise with the CNSC Secretary regarding required newspaper advertising, posting of registration forms and SDP-related information on the CNSC website and an SDP report in bi-annual Club newsletters
 - work on recruitment of participants through various channels
 - ensure that proper preparations are made for emergency situations
 - monitor for grant opportunities and apply for funds to upgrade gear and sponsor special events
2. Maintain the SDP skill levels (i.e., Lynx, Fox, Wolf, Cougar, Polar Bear) structure, including:
 - arrange for appropriate testing and awarding of badges and stickers
 - acquire and distribute program yearbooks and other promotional materials required
3. Plan, organize and co-lead special events for junior members:
 - Christmas holiday, moonlight ski, and year end wrap-up/jamboree
 - coordinate involvement and participation in the CNSC annual Fun Troll Loppet (in January)
4. Report on a regular basis to the CNSC executive & membership and promote the SDP, including:
 - attend occasional CNSC Executive Meetings to discuss issues and successes with the SDP
 - attend the annual Parade of Programs (in August) at the Castlegar Community Complex to promote the SDP and register participants
 - attend the yearly Fall General Meeting (FGM) in November and the Annual General Meeting (AGM) in March and provide a brief verbal program update to the membership
 - attend the annual CNSC Registration Day and Ski Swap (in November) to register participants
5. Maintain Daily Work Report providing a summary of hours worked

Qualifications / Requirements:

1. Availability and commitment to coordinate the SDP, work Sundays (lesson days), special event days and to attend meetings and events as noted above
2. Class 5 driver's licence and vehicle
3. Clear RCMP Criminal Record and Vulnerable Sector checks (may be completed after hire)

Preferences:

Preference in hiring may be given to persons who possess the following additional attributes:

- Experience in planning, organizing and coordinating a program or events of similar scope
- Formal training, certification and/or experience related to cross-country ski coaching
- Experience and demonstrated ability working with children and in dealing courteously with the general public
- First Aid certificate

Amount of Work and Remuneration:

- The estimated amount of work is approx. 20-25 days per ski season with an average of 6 hours per day.
- This position is an employee of the CNSC and required payroll deductions (income tax, EI, CPP) are made from payment cheques. WorkSafeBC coverage and general liability insurance are provided by CNSC.
- The starting wage is \$20 per hour, plus an amount in lieu of holidays. The wage may be negotiable depending on the applicant's experience, training, qualifications and other attributes.
- Program expenses, where approved by the Club's Executive and supported by receipts, will be reimbursed.
- A free individual season membership/ski pass is provided.