



CASTLEGAR  
NORDIC SKI CLUB

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## Job Description

### **Club Administrator**

#### **About the Club:**

The Castlegar Nordic Ski Club (CNSC) is a non-profit society that manages the Paulson Cross-Country Ski Trails network, located 32 km. west of Castlegar within the Paulson Recreation area. The Club's primary goals are to provide affordable, family-based recreation, a skier development program for young people, excellent track-setting, and maintenance of high quality, safe trails & shelters for member and public use. The Club maintains and grooms approximately 45 km. of trails, as well as maintaining four day-use shelters and a central clubhouse. Recent membership in the Club has ranged between 600 and 1200 members annually, with an additional 2,000+ non-member day-users, including individuals and families from Castlegar, Rossland, Nelson, Trail, Fruitvale, Salmo, Grand Forks, Christina Lake, the Slokan Valley, Washington State, and several other communities.

#### **Position Description:**

The Club Administrator is responsible for coordinating numerous program activities and administrative duties of the CNSC. The Administrator is an employee of the CNSC, reporting to the Club President, implementing business processes, policies, and procedures established and approved by the Club Executive. The Administrator works independently and demonstrates initiative in exercising day-to-day responsibilities and duties while maintaining close communication with Executive members responsible for various business area portfolios.

#### **Club Administrator Duties:**

##### 1. General

- Function as a 'Club ambassador' receiving and orienting skiers when on site, and assisting with Club promotional activities, public events, and merchant/sponsor liaison.
- Address on-site member and visitor inquiries, check-in with Trail Groomers, Ski Patrollers and Coaches (if on site) regarding activities and conditions, maintain a record of member/visitor feedback, and consult with appropriate Executive members on issues as required.
- Respond promptly to operational issues, facility or signage maintenance and repairs required, and safety issues as they occur.

- Monitor parking lot conditions and communicate with the MOTI highway contractor to encourage snow clearing. In consultation with the managing Club Director, pre-organize and initiate parking lot clearing by paid contractor if required.
- Recommend changes to Club policies, procedures, or other operational aspects stemming from identified issues, feedback, or observations, for Executive approval.
- Conduct duties within various program areas of responsibility outlined below concurrently to maximize the efficiency of time spent on site.

## 2. Executive Liaison

- Report to Executive monthly and attend Executive and General Membership meetings to provide updates regarding Club administrative aspects and issues.
- Support Executive with planning, policy development, and decision-making, as requested.

## 3. Fee Collection Coordination

- Collaborate with the managing Club Director for pre-season organization and on-going aspects of the Club Fee Collection program.
- Solicit for fee collection volunteers through the previous year's volunteer list and utilizing the Club fall newsletter, membership emails, and the membership registration database. Maintain a current volunteer contact list throughout the season.
- Maintain volunteer communications and coordinate volunteer Fee Collector work schedules.
- Order supplies, stock and maintain Fee Collector kits, including sat phone & radio charging.
- Provide volunteer orientation/training and coordinate daily collector kit pick-ups and drop-offs.
- Collect day-use fees and new member fees and registration forms from Fee Collectors and fees from honour boxes. Transfer or deposit funds as directed by the Club Treasurer.
- Collect and replace member and day-user sign-in sheets regularly at the two trailheads and periodically at the four shelters.
- Summarize and report on user statistics, as directed by the managing Club Director.

## 4. Membership Registration Support

- Collaborate with the Registrar for pre-season organization and on-going aspects of Club Membership Registration.
- Regularly distribute membership badges, day pass booklets and registration forms to merchant partners in Castlegar, Trail, and Rossland. Collect completed registration forms and fees from merchants and transfer or deposit funds as directed by the Club Treasurer.
- Assist with updates to the Club membership registration database, data analysis, and online Zone4 management, as directed by the Club Registrar.

- Assist with youth Skier Development Program (SDP) registrations and provide other administrative support, in collaboration with the SDP Coordinator and Head Coach.

### **Qualifications / Competencies / Experience:**

- One to three years experience in a role of comparable administrative scope.
- Experience and passion for cross country skiing.
- Excellent time management, problem solving, and organizational skills, with attention to detail.
- Resourceful, self-starting aptitude which includes accepting responsibility for new tasks and duties.
- Positive interpersonal / people skills.
- Ability to work well within a team environment (e.g., Club Executive, Committees, Trail Groomers, Coaches, Volunteers, etc.).
- Excellent communication skills – both oral and written.
- Minimum of BC Level 1 Occupational 1<sup>st</sup> Aid training.
- Experience with office computer programs (Word, Excel, Adobe).
- Basic mechanical and carpentry skills.
- A valid Class 5 drivers' licence and dependable vehicle is required.

### **Employment Terms and Remuneration:**

- The CNSC Ski Club Administrator is a part-time, seasonal position.
- 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 annual employment period is approximately 24 weeks from late October until early April each year, (current period is October 25, 2021 to April 8, 2022). The estimated amount of work will average approx. 21 hours per week or 504 hours total per season, with more hours per week required during the active operating season and less during the pre- and post- shoulder periods.
- The Club Administrator provides a written bi-weekly work schedule of proposed work hours for review and approval by the Club president.
- Salary is up to \$20 per hour, (to be negotiated, commensurate with experience), plus an amount in lieu of holidays.
- Travel time and travel cost to the Paulson Cross Country Ski Trails are at the employee's expense, however other travel time and vehicle costs from Castlegar while on pre-approved Club business (e.g., visiting merchant partners) or for urgent callouts, will be reimbursed.
- A commitment is required to work a portion of most weekends and statutory holidays, to attend (monthly) Executive evening meetings and general membership meetings (spring AGM and Fall General meeting).
- A free annual family membership/ski pass is provided by the Club.

**Signatures:**

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(Name)

**Ski Club Administrator**

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(Name)

**Castlegar Nordic Ski Club President**

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**Date**

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**Date**