



JOB POSTING: SKILL DEVELOPMENT PROGRAM COORDINATOR

SEASONAL PART-TIME

The Revelstoke Nordic Ski Club (RNSC) is currently seeking a motivated and energetic individual to fill the position of **Skill Development Program Coordinator (SDPC)**. The core responsibility will be managing the delivery of our youth programming, which includes coordination of the Bunnies, Rabbits, and Trailblazer programs (Ski League).

The ideal candidate will have enthusiasm for Nordic skiing, enjoy working with youth participants and adult volunteers, and have strong organizational skills.

This position will report to, and be supported by, the Athlete Development Committee (ADC), which is a group of committed volunteers that reports to the RNSC Board of Directors.

Note:

- This position can be combined with the RNSC's Recreational Program Coordinator (RPC) role (also currently being hired for) to create a more robust part time position. Please apply to both if interested!

The start date for this position will be September, 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 2021, the club membership grew to an all-time high of 1228, up from 700 members in 2018, representing 15% of the current community. The RNSC offers athlete development programs for ages 4 to adult, including Ski League, Elementary Ski S'kool, High School Ski, Ski After School, Master, private / group lessons and Race Team, delivered under the leadership of our Director of Athlete Development, Executive Director, Athlete Development Committee (ADC), and full-time Head Coach.

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.

CORE RESPONSIBILITIES

- ❖ Coordinate Ski League: Bunnies, Rabbits, and Trailblazers programs
 - Setup and manage our registration portal (Zone4.ca)

- Be the point of contact for program inquiries
- Recruit, coordinate, and communicate with volunteer coaches
- Organize local coaching workshops and training
- Organize lesson planning materials and distribute to volunteer coaches
- Lead program delivery which includes pre-season information sessions, weekly communications, attending sessions whenever possible, and procurement of SDP materials
- Manage Ski League equipment, including skis, boots, poles, bindings, and training equipment

QUALIFICATIONS

- ❖ Strong organizational and communication skills
- ❖ Ability to show personal leadership within the position, through setting priorities, delegating work and contributing to program goals and mandate with creative and constructive input
- ❖ 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
- ❖ Competent at recruiting, retaining and engaging positively with coaches and volunteer coaches
- ❖ Demonstrated enthusiasm and ability to engage and work in a meaningful and supportive manner with children, youth and adults
- ❖ Computer literacy
- ❖ Ability to show personal leadership and initiative within the position
- ❖ Bonus: Connected into the Revelstoke Community already

WAGE

- ❖ Wage: \$20-22 / hr., dependent on experience and qualifications
- ❖ Estimated total seasonal hours: September - March, approximately 175 hrs.
- ❖ Distribution of hours: 5-10 hrs per week with the busier time during the winter months.

APPLY

Interested candidates should send a cover letter and resume to info@revelstokenordic.org by Aug 14th. Candidates selected for an interview will be contacted the week of Aug 15-19th.

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