



Employment Opportunity: General Manager

Black Jack Ski Club (BJSC) is seeking to hire a seasonal General Manager (GM) with strong leadership skills who will oversee day to day operations of the BJSC, manage club staff, direct volunteers, and assist in further developing and growing our thriving Nordic Community. The GM will work collaboratively with the Board of Directors and staff to ensure our operations are efficient and aligned with our vision. While currently a seasonal position (October through April) the long-term objective is to develop the position into a year-round Manger.

Black Jack Ski Club is a registered not-for-profit society located in Rossland, British Columbia whose vision is to deliver a world-class Nordic skiing experience to our members, community and guests. BJSC boasts over 50 km of groomed trails with consistent snow and an extended ski season from November until May. The BJSC Skier Development Program offers opportunities for all abilities and has produced more Canadian Nordic Olympians than any other club in British Columbia.

Roles and Responsibilities:

- Manage day-to-day operations of the club and provide leadership to the club staff and volunteers.
- Report to the board of directors to develop and implement club policies, procedures, and strategic plans.
- Facility maintenance.
- Provide operation updates and recommendations at board meetings.
- Assist with the development and management of club and program specific budgets.



- Ensure consistent communication with Black Jack members through newsletters, social media, media releases, website maintenance and events calendar.
- Act as the “face of the club” by professionally representing BJSC and responding to incidents.
- Grow the club’s revenue through new initiatives and grant writing.
- Coordinate special events, support race committee, and oversee facility rentals (*e.g.*, day lodge use for non-skiing functions).
- Explore and develop opportunities to improve and build the Black Jack Ski Club including expansion into spring, summer and fall activities.

Qualifications:

- Excellent verbal and written communication skills.
- Demonstrated management experience that involves administration, project management, coordination, and preferred not-for-profit experience.
- Experience with developing and writing grant proposals.
- Experience with operational budgets and managing financial performance.
- Strong computer skills including proficiency in Microsoft Word and Excel, social media platforms, point-of-sale systems (POS), and website administration.
- Preferred experience with Nordic Ski organizations or recreation facilities.
- A passion for Nordic skiing!



Compensation:

The General Manager role is a salaried position of 30 hours per week from October 1 until April 30. The salary will depend upon qualifications and experience.

Salary range: \$30 - \$35/hour

Application Process

To apply, please send a cover letter and resume to info@skiblackjack.ca, along with two professional references. Applications will be accepted until September 13, 2024. Only applicants considered for an interview will be contacted.