



## **JOB POSTING: NORDIC RECREATIONAL PROGRAM COORDINATOR**

### **SEASONAL PART-TIME**

The Revelstoke Nordic Ski Club (RNSC) is currently seeking a motivated and energetic individual to fill the position of **Recreational Program Coordinator (RPC)**. The position will coordinate delivery of recreational programming, which includes school groups, adult instructional including Master's programming, and private lesson programs.

The ideal candidate will have experience in, a passion for, and a background in Nordic skiing. The main core responsibility is to coordinate the ski programs.

This position would be ideal for an individual with a cross-country coaching background, although this is not a required skill. RNSC was 5th at Canadian nationals in 2021-22 and has a strong ethos of supporting coaching development.

#### **Additional employment:**

- A candidate with coaching skills can potentially instruct and/or lead programs, depending on the candidate's skiing acumen. This can significantly add to work hours.
- This position can be combined with the RNSC's Skill Development Program Coordinator role (also currently being hired for) to create a more full part time position. Please apply to both if interested.

The start date for this position will be late August, 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 adult instructional programming and private lessons
- ❖ Coordinate in-school and after-school programming
- ❖ Management of the school equipment fleet
- ❖ Creation/updating of lesson plans with coach support
- ❖ Additional club support responsibilities (i.e. assistance with lodge roles as required and agreed to, etc.)

## **ADDITIONAL RESPONSIBILITIES**

- ❖ Delivery of adult instructional, school groups and private lessons.
  - Instructing is a preferred qualification, not required.

## **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
- ❖ Preferred: Proficient cross country skiing ability and background in sport
- ❖ Bonus: Connected into the Revelstoke Community already

## **WAGE**

- ❖ Wage: \$20-22 / hr dependant on experience and qualifications (\*Instructional wage \$25/hr)
- ❖ Maximum total seasonal hours: 300 hours
- ❖ Distribution of hours: 5-10 hours / week from late August/September to October; 10 - 15 hours / week from October to through December; 5 - 10 hours / week from January to end of March
- ❖ If applicable, remuneration for on-snow instruction will be in addition to the identified base salary range

## **APPLY**

Interested candidates should send a cover letter and resume to [info@revelstokenordic.org](mailto: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.