

SOVEREIGN LAKE NORDIC CLUB

S'COOL SKI COORDINATOR - JOB DESCRIPTION

Position: S'Cool Ski Coordinator

Reporting: Director of Operations / General Manager

Hours: 15 hrs/wk (Sept 15 - Sept 26)

25 hrs/wk (Sept 29 - Oct 31)

30 hrs/wk (Nov 4 - Nov 28)

40 hrs/wk (Dec 1 - April 8)

Wage: 26/hr

SKILLS AND QUALIFICATIONS:

- Working knowledge of Nordic skiing, youth programs and ski area operations
- Experience with online registration systems
- Ability to take direction, function independently and manage multiple tasks and teams
- Demonstrated problem solving skills and ability to think and act independently
- Demonstrated team leadership and supervisory skills
- Ability to function in a team environment
- Demonstrates strong administrative and delegation skills
- Good computer skills (word processing and information management)
- Superior communications skills in working with team members, teachers, youth and the public

GENERAL RESPONSIBILITIES:

Leadership and Supervisory

- Assist the Director of Operations on assessment of staffing needs for S'Cool Ski Program and coordinate instructor scheduling following the 2025-2026 Staffing Budget
- Assisting with instructor recruitment, conduct performance reviews for instructors and liaise with Director of Operations regarding performance of instructors
- Identifying and ensuring regular delivery of training needs of instructors
- Identifying and ensuring regular maintenance of S'Cool Ski Program equipment, notifying the Director of Operations of required repairs or orders
- Will work regularly with the Ski Technician to ensure skis are properly waxed and maintained.
- Scheduling of Instructors, managing any scheduling issues that arise, time sheets are emailed in to the Director of Operations at the appropriate times

Administrative

- Manage the scheduling of all schools participating in S'Cool Ski Programming at SLNC.
- Manage and update weekly the S'Cool ski data sheet for invoicing by the accountant.
- Provide reports to the Director of Operations on filling of the schedule.
- Manage the need for office supplies and S'Cool Ski programs items with the Director of Operations
- Maintain the school database

- Ensure instructor timesheets are reviewed bi-weekly
- Lead Instructor Team Meetings to strategize upcoming weekly calendars

Facilities Management

- Ensuring daily maintenance and equipment organization of S’Cool Ski facilities is carried out
- General clean-up, snow shoveling, garbage pick-up of spaces used by the S’Cool Ski Program
- Ensure all equipment is in good working order and replace as necessary with the approval of the GM

Customer Service

- First Contact for all school administrators and school teachers
- Expand programming options to fill empty calendar dates by approaching new groups and schools in the region
- Working with Lodge Staff when required for equipment use in the lodge
- Identify customer service issues, resolving them where possible and identifying chronic systemic or staffing problems to the Director of Operations

Communications and Marketing

- Monitoring, answering and referral of general inquiries(schools@sovereignlake.com)
- Updating of website content is accurate and current, coordinated with the Director of Operations, including the S’Cool Ski Calendar
- Conduct public outreach to build the Program in our schools and throughout the community
- Distribution of rack cards to Program families
- Promotion to schools, and targeted events when available in person
- Set up a school visitation program to recruit new schools and to help increase productivity for when the groups arrive at SLNC
- Expand and grow markets for marginalized youth, Youth Centres, Indigenous groups, and diverse abilities
- Act as a Committee Member on the Jess4Kids Ski Scholarship Fund, attending scheduled meetings when necessary and to submit J4K Funding applications to the group for peer review

The position is open until filled with a deadline for submission of application by August 29, 2025. Please submit your applications to Gareth Ainslie (Director of Operations) at admin@sovereignlake.com