



SLNC Club Administrator

2018-19 EMPLOYMENT CONTRACT

The Club Administrator is responsible for club general communications in addition to the recruitment and organization of volunteers for various social and race events throughout the season. This person will liaise directly with the Programs Advisory Team, the Competitions Committee and Marketing Committee. This job can be a component of a part time counter position at SLNC for the months of November through March.

This position requires a basic understandings of cross country skiing and snowshoeing, event organization, and racing. Exceptional organizational, communications and computer skills are mandatory. Marketing and advertising experience with a positive and friendly demeanour are essential to recruit volunteers from within, and outside, the SLNC organization.

Reports to:

- General Manager

Works with:

- Office Administrator
- Programs Director

Responsibilities:

Programs:

- Local advertising and marketing of all SLNC programs (Masters, Youth Programs, Biathlon)
- Provide editorial and content review of Programs articles being posted to the club website.
- Coordination of Programs social events and activities when taking place within the club.
- Event Organizer of the 1st Annual S’Cool Ski Tourney New Initiative.
 - Marketing and Advertising
 - Promotional Materials Distribution
 - S’Cool Ski Liaison with each participating school (work with Office Admin)
 - Maintain budget and deliverables of event
- Coordinate special activities, events, club excursions and race reports, ski tournaments, S’Cool Ski Outreach Initiatives, back-country ski outings, and Jess4Kids Tips Up Cup
- Coordinate Loppet and Tips Up Cup registration for SDP Programs Participants.
- Information Management: bulletin boards, banners, brochures and pamphlets, etc.
- Coordinate local leadership training courses – Introduction to Community Coaching (ICC), Community Coaching (CC) courses, Learn to Train (L2T) courses, waxing clinics, club training camps, etc.
- Liaise with Programs Advisory Team to ensure targets are being met on a monthly basis
- Prepare a year end Programs Report for Board Review.

- Assist Masters and U35s with clerical and outreach requirements
- Manage the Zone 4 Registration database for all Programs and liaise with the Programs Leads to ensure that participant information is up to date and accurate.
- Liaise with Community newspapers and other online and print media.

Club:

- Manage and maintain the Volunteer Registry, updating race events, work party, and social events.
- Administer the Zone 4 Registration system for all SLNC and Dual Area Members to provide accurate data back to Management and different users when necessary.
- Maintain and assist the Social Media Consultant with relative weekly social media contents for Twitter, Instagram, Youtube and Facebook accts.
- Manage sponsorship database and ensure that their contract are being met appropriately.
- Maintain and assemble Club E-Blasts and Programs specific E-Blasts.
- Maintain the website with update and relevant information. (assist GM and Website Designer in content production and design).
- Coordinate CCBC Coaching Courses and other Club Courses.

SCHEDULE A

Schedule of Employment: 25 hrs/wk (October 1st, 2018 - April 15th, 2019)

Salary: \$14,500 for season (paid bi-weekly)

Additional: SLNC will supply the position with a club computer and appropriate required software to complete this job successfully.

Troy Hudson (GM) _____

Date: _____

Club Administrator _____

Date: _____