



Job Description – Club Manager/Executive Assistant, 2019/2020

- Respond to member and public inquiries and refer to the appropriate committee or director. Maintain a record of correspondence.
- Apply for grants, file annual reports and assist in budget preparations.
- Maintain accurate member contact lists and their assignments
- Seek out and develop grant funding proposals
- Liaise with Community newspapers and other online and print media.
- As directed by the president or designate: schedule a venue and attend Membership General Meetings. Notify members through the Larch hills E-news of upcoming meetings. Prepare an agenda in consultation with the president or designate.
- Coordinate chalet rental bookings, opening and closing, and cleaning of the chalet.
- Check LH mailbox and either respond to or distribute mail to appropriate committee and/or executive members.
- Perform general Admin duties
- Perform custodial duties
- Respond to visitor enquiries – phone, email, website
- Maintain an up to date trail report
- Manage and update the club website
- Send out E-notes
- Purchase supplies for cleaning etc.
- Perform minor maintenance and repairs of lodge; including coordinating parking lot clearing and sanding
- Provide board support (attend monthly board meetings, assist with planning, assist committees)
- Any other related duties.

This will be a 5 month salaried position, based on 30 hours per week starting in early November. \$20/hour at 30 hours/week = approx. \$12,000 for 5 months.

Interested candidates please submit resume and cover letter to Larch Hills Nordic Society Board of Directors at staylor@yahoo.com, by September 15th, 2019. Only candidates selected for an interview will be contacted.