

## **Career Opportunity**

### **General Manager**

#### **Caledonia Nordic Ski Club**

##### **Overview**

The Caledonia Nordic Ski Club operates the Otway Nordic Ski Centre, located minutes west of Prince George BC. The club has 55km of groomed trails, night skiing (10 km of lit trails), 10km of dog friendly trails, numerous snowshoe trails, a new 30 lane biathlon range, and cross country ski trails and stadium complex that are fully certified under the Federation International de Ski (FIS) homologation standards.

The Otway Ski Centre and the Rotary Nordic Lodge are operated by the Caledonia Nordic Ski Club, (CNSC), a non-profit organization. The club is run by a volunteer board of directors, a general manager, contractors and, a staff of approximately 12 seasonal employees. In the 2013/2014 season the Caledonia Nordic Ski club became the largest Nordic ski club in Canada with 1872 members. The club has one of the largest school ski programs in BC with 2500 children, and the highest number of children, approximately 250, in the BC Skills Development program.

The General Manager (GM) provides inspiring leadership to the club's staff, contractors and volunteer work force. The GM is the "face" of the club, and works proactively with staff to ensure a positive user experience. Furthermore the GM engages the broader community and actively promotes the club (i.e. networks with other organizations, various levels of government, corporate partners, etc.)

The GM is responsible for the overall management of the club's operations, staff, programs, and activities. The ideal candidate is able to lead the club into its next phases of development. The GM, working with the Board of Directors, will take the vision articulated in the Strategic Plan and develop operational plans/programs to meet the targets outlined in the Strategic Plan and effectively manage the budget, and ensuring adequate staffing. The GM is accountable to the Board, and reports directly to the President of the club.



### **Specific Accountabilities**

1. Carry out operational plans (i.e. facilities, staffing, etc.) for functional areas and ensure that all work is conducted in accordance with the approved plans and budgets according to established financial procedures
2. Develop and manage an operational budget for the CNSC, which is approximately \$500,000 per year
3. Oversee the day to day club activities which include managing staff for grooming and trail maintenance, operation of the rental shop, the school ski program, adult ski lessons, and other adult and youth programs
4. Work collaboratively with Board members and other volunteers who are responsible for the delivery of services and programs. In addition, working collaboratively with other community groups, organizations, various levels of governments, companies, etc. to realize synergistic benefits that align with the Club's Strategic Plan.

### **Education/Experience**

1. Diploma, certificate or degree from a recognized post-secondary institution in a related field (e.g., sport management, business administration, etc.) or equivalent combination of education and experience required.
2. Previous experience and understanding of Nordic sports preferred.
3. Previous experience in developing and managing an operational budget is required.
4. Management, supervisory, leadership and interpersonal skills and experience required.
5. Previous experience in the design, development, operation or management of a Nordic sport facility an asset.
6. Ability to work with a large number of volunteers is an asset.
7. Experience in business and program development preferred.

### **Qualifications**

1. Leadership: Creative, innovative, collaborative, inspiring, motivating. Demonstrates initiative and leads change where applicable and necessary.
2. Business Skills: Organizational management including budgeting, human resources, business development, and reporting.



3. **Team Player:** Has the best interest of Sport and Caledonia Nordic Ski Club at heart and engages the team and stakeholders through an open, honest and collaborative process.
4. **Community Involvement:** A good understanding of how to develop, nurture, and strengthen community partnerships.
5. **Partnership Development:** Proven track record in developing strategic partnerships both in sport and the community.

### **Skills**

1. Proven leadership skills
2. Strong organizational skills and attention to detail.
3. Proven ability to communicate effectively both written and verbal.
4. High proficiency with computers, business software, web page administration, membership/event management software & social media applications.
5. Proven entrepreneurial skills and successful planning, implementation and management of initiatives (e.g. programs, revenue generating opportunities)

This is a full time position (i.e. based on 40 hours per week). It should be recognized the distribution of hours fluctuate seasonally throughout the year (i.e. more intensive in the ski season, less intensive in the off season).

**Salary range:** \$60,000 - \$75,000 annually and includes benefits.

The salary will be finalized in discussions between the successful candidate and the Club President and will be based on the qualifications and experience.

Please submit a cover letter and résumé to the CNSC President, Kevin Pettersen, by email [president@caledonianordic.com](mailto:president@caledonianordic.com) (digital submissions only with the position title in the subject line).

Candidates selected for interview will be contacted.

Competition closing Date is **May 25, 2016**.

*Thank you for your interest in our wonderful club!*

