

April 2025

Re: Caledonia Nordic Trails Manager Job Posting

The Caledonia Nordic Ski Club (CNSC) is excited to announce the opening of the Trails Manager position and invites passionate, skilled individuals to apply for this key role. If you are someone with a dedication to outdoor recreation, a strong background in trail maintenance and grooming, and a proven ability to lead teams and manage operations, we would love to hear from you.

At CNSC, we are a vibrant, not-for-profit organization with over 2,800 members committed to providing world-class Nordic skiing experiences and year-round recreational opportunities. Our club boasts a network of 55 km of ski trails and 50 km of singletrack trails, catering to both competitive athletes and outdoor enthusiasts. As we continue to grow, we are looking for a Trails Manager to help ensure the highest quality of trail conditions for all users.

As the Trails Manager, you will play a pivotal role in overseeing the planning, maintenance, and grooming of our extensive trail system, working closely with the General Manager, Director of Trails, and our passionate Trails Committee. Your leadership will help guide the development of grooming policies, the training of staff, and the efficient operation of grooming equipment. Whether it's coordinating summer trail repairs, operating snowmaking equipment, or ensuring a consistent grooming schedule, your work will directly impact the experience of our members and visitors.

CNSC is a place where innovation meets tradition, and we are dedicated to offering our staff not only a challenging and rewarding job but also a positive work environment that fosters growth and collaboration. As our Trails Manager, you'll have the opportunity to contribute meaningfully to the community, be at the forefront of trail development, and ensure that all users enjoy safe, well-maintained trails year-round.

We are looking for someone with:

- Proven leadership experience and the ability to motivate a team.
- Knowledge and hands-on experience with trail maintenance and grooming equipment.
- Strong organizational, communication, and customer service skills.
- A passion for outdoor recreation and a commitment to maintaining world-class trail experiences.

If you are ready to join a dynamic, supportive team and help maintain the high standards that CNSC is known for, we encourage you to apply. We offer a competitive wage, comprehensive benefits, and the opportunity to shape the future of outdoor recreation in our community.

To apply, please submit your resume and cover letter outlining your qualifications to **gm@caledonianordic.com**. We look forward to hearing from you and exploring how you can contribute to the success of the Caledonia Nordic Ski Club.



April 1, 2025

Job Posting: Trails Manager, Caledonia Nordic Ski Club

Position: Trails Manager

Organization: Caledonia Nordic Ski Club (CNSC)

Location: 8141 Otway Road, Prince George, BC

Employment Type: Full-Time, Permanent

Salary: Wage will be based on experience and qualifications.

About Us:

The Caledonia Nordic Ski Club (CNSC) is a not-for-profit organization with over 2,800 members, dedicated to providing high-quality recreational and athletic outdoor experiences, including world-class competitions. We are seeking an experienced and dedicated Trails Manager to oversee the maintenance and grooming of our 55 km of ski trails and 50 km of singletrack trails used year-round.

Position Overview:

As the Trails Manager, you will report directly to the General Manager and work collaboratively with the Director of Trails, the Trails Committee, and club staff. You will be responsible for the planning, maintenance, and grooming of CNSC's extensive trail network, ensuring optimal conditions for all users. The Trails Manager will also be responsible for overseeing both competition and recreational grooming operations, ensuring high-quality trail conditions for all users. Strong interpersonal skills will be essential, as the role involves engaging with club members and stakeholders who are passionate about the trails and eager to provide feedback.

Potential Addition:

Additionally, there is potential for this position to evolve into a year-round role in collaboration with the Prince George Cycling Club (PGCC). If an agreement is reached and the successful



applicant is interested, the position could be shared between the two organizations. During the summer months, the role would primarily focus on singletrack maintenance at Pidherny, Otway, and Tabor. In the fall, winter, and spring, the primary focus would be on grooming operations as the Trails Manager at CNSC.

Key Responsibilities:

Collaborative Planning & Leadership

- Work with the General Manager and Director of Trails to develop annual budgets and operational plans.
- Collaborate with the Trails Committee to establish grooming standards, priorities, and trail-related policies.
- Strategize grooming schedules to ensure high-quality trail conditions in alignment with the Grooming Policy.

Trail Maintenance & Grooming

- Plan, coordinate, and oversee grooming operations, including scheduling and execution.
- Ensure effective summer maintenance, including clearing, mowing, re-routing, and repairing trails.
- Manage and operate snowmaking equipment to supplement grooming operations.
- Work early mornings or late nights as required to ensure trails are groomed for public use.

Equipment Operation & Maintenance

- Oversee operation and maintenance of grooming equipment, including snowmobiles, groomers, ATVs, tractors, mowers, ginzius, chainsaws, and power tools.
- Maintain inventory of spare parts and consumables for grooming equipment.
- Coordinate with mechanics for major equipment repairs and preventive maintenance.



- Ensure accurate recording of equipment hours, malfunctions, and repairs in logbooks.

Staff Training & Supervision

- Recruit, train, and oversee grooming and maintenance staff.
- Ensure staff are proficient in equipment operation, safety procedures, and maintenance protocols.
- Monitor team performance and provide guidance to ensure high-quality grooming and maintenance standards.

Safety & Compliance

- Ensure all work areas and activities comply with CNSC safety standards and policies.
- Implement best practices for risk management and emergency procedures related to trail grooming and maintenance.

Qualifications & Skills:

- Proven leadership experience, with the ability to motivate and manage a team.
- Strong organizational and planning skills, with attention to detail.
- Experience operating and maintaining heavy-duty equipment.
- Knowledge of trail grooming requirements for both recreational and competitive use.
- Ability to work collaboratively with management, coworkers, and volunteers.
- Strong customer service and communication skills.
- Familiarity with software for scheduling and reporting.

Additional Information:

- A vehicle is required for this position; mileage will be reimbursed as per CNSC's travel policy.



- Must be available for early morning and late-night shifts during peak grooming periods.
- The position includes a probationary period of three months, with regular performance evaluations.

Compensation & Benefits:

- Wage will be based on experience and qualifications.
- RRSP matching contribution (up to \$2,000 per year with proof of employee contribution).
- Health and dental benefits.
- Free annual CNSC membership.
- 10 days of paid vacation (can be banked for off-season use) and 5 paid sick days.

How to Apply:

Interested candidates should submit a resume and cover letter outlining their experience and qualifications to gm@caledonianordic.com. The position will remain open until filled.

Join our team and help shape the future of trail experiences at the Caledonia Nordic Ski Club!

