



## **Job Description – Programs Administrator, 2024**

### **Position Description**

This is a fall/winter (5 month) salaried position, based on 20 hours per week starting in early November. Wage negotiable (\$20-\$23/hr) depending on knowledge and experience.

### **Duties and Responsibilities**

The Programs Administrator will support the General Manager and volunteer leaders in the successful delivery of club programs and daily operation of the club.

- Programs to be supported include: Jr Ski Team, Jackrabbits, Rec Masters Program, Adult Lessons, Men's/Women's nights, School Programs, Pirate Loppet, Special Events for members, etc.
- To support club operations, you will be onsite at the Larch Hills Chalet 2 days per week during the ski season and will handle: ticket sales, be point of contact for safety hosts, chalet cleanup at end of day)

### **Example Tasks Include:**

- Emergency Action Plan coordinator for all youth programs – getting any info needed from club safety committee.
- Relay all Emergency Action Plan information to the Ski Team Coaches and Jackrabbit Leaders.
- Ensure all coaches are registered annually with Nordiq Canada.
- Create first aid kits for new Ski Team Coaches/Jackrabbit Leaders and updated kits for current Ski Team Coaches/Jackrabbit Leaders (or assign a volunteer to do so).
- Organizing of coaching courses for Ski Team and Jackrabbits with CCBC and assisting in hosting courses at Larch Hills.
- Encouraging Larch Hills coaches and Jackrabbit Leaders to sign up for courses and keeping coaching qualification document updated with Ski Team Head Coach and Jackrabbit Coordinator.
- Coordinating with Jackrabbit Program in conjunction with U10/U12 coaches regarding communication to current Jackrabbit families about joining the race team.
- Act as the SDP Contact with CCBC.
- Ensure Criminal Record Checks for all youth programs are up to date.

- Provide assistance to the School Ski Program.
- Liaison with Nordiq Canada and CCBC.
- Coordinate coach/volunteer training for programs.
- Some coordination of fundraising events and grant applications for Ski Team.
- Website/social media updates for relevant programs.
- Assist with Larch Hills clothing orders as needed.
- Communicate with tracksetting crew regarding special events.
- Daily maintenance of chalet and facilities when on site – ie, washrooms, outhouses and kitchen.
- Communicate with Safety Hosts when on site.
- Any other duties and provide assistance to the Club Manager when needed.

Interested candidates please submit resume and cover letter to Larch Hills Nordic Society Board of Directors at [manager@skilarchhills.ca](mailto:manager@skilarchhills.ca), by February 26<sup>th</sup>, 2024. Only candidates selected for an interview will be contacted.