

# Kawartha Nordic Job Notice



Kawartha Nordic is a cross-country ski club based in Peterborough, ON with a trail network located in North Kawartha. Founded in 1976, KN offers over 45km of classic ski trails, 25km of skate ski trails, 10km of snowshoe trails, and 2km of trails lit for night skiing, along with a long tradition of quality youth programs, events, races, and ski lessons. KN is a not-for-profit corporation with over 800 members and governed by a volunteer Board of Directors.

## Part-Time Communications & Volunteer Coordinator Position

KN is seeking a Communications & Volunteer Coordinator to invigorate and manage our volunteer base while expanding the scope of our communications and managing logistics for our youth programs. This is an 8-month contract position from September 2020 to March 2021 with hours that vary by season, and a \$7,000 contract salary. Any questions, or a resumé with cover letter can be submitted to [membership@kawarthanordic.ca](mailto:membership@kawarthanordic.ca). Interviews will be conducted as qualified applications are received.

## Leadership

- Work within the context of the KN Vision, Values & Mission with an emphasis on realizing the KN Strategic Plan
- Work with the KN Board & staff to develop & design a detailed communication plan & timeline
- Work with the KN Board & staff to develop & design a detailed plan for volunteer recruitment, recognition & retention
- Collaborate as a positive & contributing member of the KN staff & volunteer team, including assisting at KN events (where not in conflict with other duties)
- Recruit new volunteers, and manage Volunteer Coaches
- Maintain & foster partnerships in the Nordic skiing, Racing & Outdoor communities
- Report to and assist the KN General Manager

## Communications & Volunteer Coordination

- Coordinate & organize volunteers across the organization for all KN programs, events & services in cooperation with the associated managing staff & volunteers
- Coordinate & organize enrollment, volunteer coaches, group assignments, attendance & other logistics for the KN Youth Programs on behalf of the Lead Coaches and in order to allow coaches to focus on the program and its delivery
- Manage, track, maintain & purchase on budget all equipment, services & supplies required for KN Youth Programs
- Maintain & build a steady, professional & timely KN presence across multiple communication channels including social media, the KN website, email newsletters, newspaper articles & television spots
- Promote & educate on KN programs, events, accomplishments & opportunities, volunteerism, ski conditions, facilities & services
- Write & edit copy; take, curate & edit photos & video to match modern style guidelines specific to the communication channel
- Solicit, curate & edit content from KN staff, volunteers & members for inclusion in KN communications

## Requirements

- Must be at least 21 years-old, have a cell phone & Internet access, and provide a Vulnerable Sector Police Record check
- Must know & support all Safe Sport & Rowan's Law guidelines, have current Standard First-Aid & CPR/AED certification, and be able to drive a snowmobile
- Must have experience with customer service, promotion & management, while experience with Nordic skiing and/or youth would be an asset
- Must have strong professional communication, motivational & interpersonal skills, suitable to youth & adults across a variety of mediums, including telephone, written email, social media & face-to-face
- Must be organized, a proactive problem-solver, and adaptable to change while maintaining professionalism
- Must make a strong effort to attend all scheduled KN Youth Program sessions, and find a suitable substitute when unable to attend
- Must be flexible to accommodate the hours of work that vary by season (12h/wk fall, 16h/wk winter), and youth programs & events that most often occur on weekends
- Must be able to work regularly on-site during the operating season, but much of the work may be completed from home or elsewhere

Thank you for your interest in Kawartha Nordic.