



**Kawartha Nordic Ski Club**  
**P.O. Box 1371**  
**Peterborough ON K9J 7H6**  
**[www.kawarthanordic.ca](http://www.kawarthanordic.ca)**

# JOB NOTICE

The Kawartha Nordic Ski Club (KNSC) is a Nordic ski area located in North Kawartha township, Peterborough County, Ontario. Founded in 1976, Kawartha Nordic offers over 40 kilometres of groomed classic and skate trails, as well as 10 km of snowshoe trails through scenic, Canadian Shield wilderness. KNSC is a not-for-profit organization, governed by a volunteer board of directors, and offers numerous programs and events.

The Kawartha Nordic Ski Club (KNSC) is seeking applications for a *Part-Time Day Lodge Attendant* with the club. This is a contract position from December 2014 to March 2015.

**Reports to:** President, Kawartha Nordic (liaises with Director of Facilities)

## **Responsibilities:**

- managing cash flow and register; emptying and stocking self-serve kiosk
- sale of day passes and rental equipment
- scheduling of volunteer Cabin Keepers
- maintain safety of club facilities (e.g. snow shovelling of access points, stairs, deck, etc.)
- answer requests for information and rental reservations (e.g. telephone, in-person and email requests)
- daily and weekly cleaning and re-stocking of chalet/cabins including washroom facilities
- operation of wood stoves in chalet
- updating trail conditions and providing other announcements and club communications on webpage/Facebook/Twitter/email
- coordinating with groups (e.g. schools) that are using the facility
- create a warm, friendly and inviting atmosphere at the club
- act as an emergency contact for all club users

## **Qualifications:**

- Confident computer skills in office productivity software and basic experience with website/Facebook/Twitter content management
- Experience with cash management and point of sale devices
- Excellent customer service and communication skills
- Ability to work as a team player in a volunteer-based organization
- Ability to ski to trail-side cabins

## **Conditions of Employment:**

- Location of Work: Kawartha Nordic Ski Club (7107 Highway 28, Haultain)
- Standard hours of work: 5-15 hrs/week; 9am-4:30pm Wednesday - Sunday
- Dates of employment: from season start (mid/end of December 2015) to season end (near end March 2016)
- Pay: \$12.50/hr
- Possession of a vehicle and valid Drivers licence
- Provision of a criminal records check

Submit cover letter, resume and 3 references to [membership@kawarthanordic.ca](mailto:membership@kawarthanordic.ca). Interviews will be conducted as qualified applications are received. Any questions regarding this position can be directed to the President at the above email. We thank you for your interest in Kawartha Nordic.

**Application Deadline:** position will be posted until a candidate is selected