

# Kawartha Nordic Job Notice

*Kawartha Nordic* is a cross-country ski club based in Peterborough, ON, with a pristine trail network situated in North Kawartha and nearly 1000 members. Established in 1976, KN offers an extensive array of trails including over 45km of classic ski trails, 25km of skate ski trails, 10km of snowshoe trails, and 2km of lit trails for night skiing as well as a rich tradition of delivering quality youth programs, events, races, and ski lessons. As a not-for-profit corporation with a vibrant community, KN operates under the governance of a volunteer Board of Directors.

## Position: General Manager (Seasonal)

*Kawartha Nordic* seeks an accomplished General Manager to lead our dedicated team, overseeing day-to-day operations and managing diverse revenue streams. This role entails seasonal full-time engagement during the winter and part-time involvement in the off-season, with work hours varying by season. The salary range is \$25 to \$30/hour, negotiable based on experience. For inquiries or to submit your resume with a cover letter, please contact [board@kawarthanordic.ca](mailto:board@kawarthanordic.ca). Interviews will be scheduled upon receipt of qualified applications, with an anticipated start date of September 1, 2024, or earlier.

## Responsibilities:

### Leadership:

- Align with the KN Vision, Values & Mission, with a focus on realizing the KN Strategic Plan.
- Collaborate with the KN Board & staff to strategize and enhance revenue streams & services.
- Provide effective leadership and management for day-to-day operations at Kawartha Nordic.
- Oversee various functions and personnel, including office administration, rental shop, cabin attendants, communications, youth programs, ski instructors, and volunteers.
- Lead the KN staff & volunteer team, providing support at KN events as needed.
- Regularly contribute to KN communication channels.
- Cultivate and maintain partnerships within the Nordic skiing, Racing, School & Outdoor communities.
- Report to the KN Board of Directors via the KN President.

### Operations:

- Develop operational protocols and provide training & guidance to staff & volunteers involved in daily operations.
- Play a central role in budget creation, manage financial affairs, and ensure organizational financial performance, including revenue, expense management, and sustainability.
- Manage equipment, services, and supplies procurement within budgetary constraints.
- Monitor and report on operational finances, including POS, cash, and debit/credit card systems.
- Coordinate registration, scheduling, staffing, and logistics for KN School Group, Group Lesson & Private Lesson Programs.
- Organize sales, rental, cleaning, greeting, and other customer-focused services.
- Schedule and oversee maintenance & cleaning of facilities and associated equipment.

## Requirements:

- Proficient in management, customer service, and budget management with relevant experience.
- Familiarity and compliance with Safe Sport & Rowan's Law guidelines, possessing current Standard First-Aid & CPR/AED certification, and providing a Vulnerable Sector Police Record check.
- Proficiency or willingness to learn snowmobile operation.
- Experience with Nordic skiing preferred, with a background in working with youth considered an asset.
- Strong professional communication, motivational & interpersonal skills across various mediums.
- Organized, proactive problem-solver, adaptable to change while maintaining professionalism.
- Flexibility to accommodate varying work hours and event schedules (approx. 5h/wk spring-summer, 12h/wk fall, 40h/wk winter)
- Availability to work primarily on-site during the operating season, with occasional off-season presence as required.
- Possession of a cell phone, Internet access, valid driver's license, and access to a vehicle.

Thank you for your interest in joining the vibrant community at Kawartha Nordic.