

# 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 1500 members and governed by a volunteer Board of Directors.

## Part-Time Day Lodge Attendant

KN is seeking Day Lodge Attendants to staff our Rental Shop and support use of our Day Lodge. This is a contract position for the 2021–2022 KN operating season (usually mid-December to late March) with shifts on weekends and possibly weekdays, depending on availability and need. Any questions, or a resumé with cover letter can be submitted to [generalmanager@kawarthanordic.ca](mailto:generalmanager@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
- Collaborate as a positive & contributing member of the KN staff & volunteer team
- Report to and assist the KN General Manager

## Day Lodge Attendant Responsibilities

- Manage cash flow via our point-of-sale system and self-serve kiosk
- Manage equipment rental and the sale of ski passes and other store items
- Maintain the safety of KN facilities, including snow removal from access points, stairs, and decks
- Answer requests for information and take rental reservations by telephone, in-person, and via email
- Perform daily and weekly cleaning and sanitizing of the chalet/cabins, washrooms, and rental shop
- Operate the chalet wood stoves to maintain a comfortable environment
- Update trail conditions and provide other announcements and KN communications via signage, the KN webpage, email, and social media
- Coordinate space utilization with schools and other groups using the KN facilities
- Create and foster a warm, friendly, inviting atmosphere at KN
- Act as an emergency contact for all facility users

## Requirements

- Must provide a Vulnerable Sector Police Record check
- Must be able to shovel snow and Nordic ski to KN trailside cabins in a reasonable timeframe
- 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 be able to work on-site during the operating season 9am–4:30pm
- While not a requirement, Standard First-Aid & CPR/AED certification and experience with snowmobile operation would be an asset

Thank you for your interest in Kawartha Nordic.