

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, 6 km of Fatbike 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 Rental & 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 2022–2023 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. 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.