



Kawartha Nordic Ski Club
P.O. Box 1371
Peterborough ON K9J 7H6
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 for the 2019-2020 season (December 2019 to March 2020) to work on weekends.

Reports to: Lead Day Lodge Attendant

Responsibilities:

- managing cash flow and register; emptying and stocking self-serve kiosk
- sale of day passes and rental equipment
- 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: 9am-4:30pm Saturday - Sunday
- Dates of employment: from season start (mid/end of December 2018) to season end (near end March 2019)
- Pay: \$14.00/hr or \$13.15/hr for students under 18
- Possession of a vehicle and valid Drivers licence
- Provision of a criminal records check

Submit cover letter, resume and 3 references to contact@kawarthanordic.ca. Interviews will be conducted as qualified applications are received. Any questions regarding this position can be directed to the Lead Day Lodge Attendant at the above email. We thank you for your interest in Kawartha Nordic.

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