



Revelstoke Nordic Ski Club

2265 Hwy 23 South, P.O. Box 1618, Revelstoke, BC V0E 2S0
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www.revelstokenordic.org

Job Description – Club Manager Position, 2014/2015

The Club Manager is responsible for assisting to ensure effective operation of the Revelstoke Nordic Ski Club and its facilities under the direction of the board of directors.

The Club Manager is responsible for the following:

- Opening and closing of day lodge facilities
- Ticket office sales
- Nordic ski rentals (incl. maintenance)
- Membership registration (oversee membership services, manage Zone4 registration)
- Marketing of club services and programs to hotels, booking agencies, etc.
- General administrative duties
- Share in custodial duties (split with coach)
- Answering visitor enquiries (phone/email/web)
- Regularly update trail conditions (website, snow phone, etc)
- Update and manage website
- Coordinate and edit monthly newsletter
- Purchasing of supplies (cleaning supplies, wood pellets, fuel, etc)
- Minor lodge maintenance and repair
- Coordinate lodge rentals
- Coordinate grooming schedule
- Board support (attend board monthly board meetings, assist with strategic planning and policy development, assist committees, etc.)

The Club Manager will report directly to the Club President (in lieu of a President, the CM will report to the Director of Facilities). The position is based on 30 hours per week, starting early November 2014 to April 2015. Remuneration is between \$15 and \$18 per hour, depending on qualifications and experience.