

Job Posting: CANSI Coordinator

Job Title: CANSI Coordinator
Location: Caledonia Nordic Ski Club, Prince George, BC
Position Type: Part-Time/Seasonal
Reports To: General Manager

Position Summary: Passionate about getting new skiers out on the trails? Join our team as the CANSI Coordinator at Caledonia Nordic Ski Club! We're looking for an enthusiastic individual to lead, coordinate, and deliver our adult ski program. Be a part of our vibrant community and help others discover the joy of cross-country skiing. The CANSI Coordinator is responsible for overseeing the Caledonia Nordic Ski Club's CANSI program, focusing on the booking, coordination, and delivery of individual, family and adult lessons. This role involves managing registrations, coordinating with instructors, creating new programs, and ensuring all activities are aligned with the club's budget and objectives.

Key Responsibilities:

- **Program Coordination and Delivery:**
 - Oversee the booking, coordination, and execution of the CNSC CANSI program.
 - Ensure all lessons and activities are delivered to the highest standard, meeting the needs of participants.
 - Regularly review and adapt programs to enhance participant experience and engagement.
- **Instructor Management:**
 - Recruit, train, and schedule CANSI-certified instructors for all lessons and programs.
 - Foster a collaborative and supportive environment among instructors, ensuring clear communication and efficient operations.
- **Participant Engagement and Support:**
 - Manage program registrations, process payments, and provide participants with all necessary information.
 - Proactively increase adult lesson participation by engaging with the CNSC community and promoting programs.
- **Program Development:**
 - Develop and implement new programs for the ski season, such as Family Fun Day, Nordic Winter Fest, and additional ski lessons.
 - Utilize CANSI instructors and leaders to deliver innovative and exciting experiences for participants of all ages.
- **Budget Management:**
 - Monitor and manage the CANSI program budget, ensuring all activities are cost-effective and within set financial targets.
 - Collaborate with the General Manager to review pricing strategies for all programs, events, lessons, and camps.



- **Collaboration and Communication:**
 - Regularly meet with the General Manager to discuss program progress, plans, status reports, and budgets.
 - Work closely with other staff members and volunteers to ensure the smooth operation of the CANSI programs and the overall ski club.
 - Serve as the primary liaison between CNSC and the community regarding the CANSI programs, fostering positive relationships and open communication.
- **Additional Duties:**
 - Provide support in the rental shop and lodge as needed.
 - Assist with special events and other club activities as required.
 - Perform other duties as assigned by the General Manager.

Qualifications:

- CANSI certification or equivalent experience in Nordic skiing instruction.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience in program development and budget management is an asset.

Work Schedule:

This is a part-time position, requiring 10hours per week, Seasonal. The CANSI Lessons can vary throughout the season with most falling on evenings and weekends.

Please note that the CANSI Coordinator and Program Coordinator positions can be combined into one role for individuals interested in taking on both responsibilities. This combined role offers a unique opportunity to lead and coordinate a broader range of programs at Caledonia Nordic Ski Club, fostering the development of skiers of all ages and skill levels

How to Apply:

Interested candidates are invited to submit a resume and cover letter to gm@caledonianordic.com by September 9, 2024 Please include "CANSI Coordinator Application" in the subject line.

Join our team and help create an unforgettable winter experience at the Caledonia Nordic Ski Club!

