

Job Posting: Program Coordinator

Position: Program Coordinator
Location: Caledonia Nordic Ski Club, Prince George, BC
Type: Part-Time (10-12 hours per week, seasonal)
Start Date: September 30, 2024
Reports To: General Manager

About Us:

The Caledonia Nordic Ski Club (CNSC) is a premier Nordic ski facility located in Prince George, BC. We are dedicated to promoting Nordic skiing and biathlon through exceptional programming for all ages and skill levels. Our Skills Development Program (SDP) is a cornerstone of our commitment to fostering a love for the sport in our community.

Position Overview:

The Program Coordinator will be responsible for the coordination and administration of the Skills Development Program (SDP) at CNSC. This role involves overseeing program registration, maintaining resources, coordinating volunteer coaches, and ensuring the program meets the needs of all participants.

Key Responsibilities:

Program Administration:

- Develop and manage program registration processes.
- Organize and maintain all program resources, including equipment and materials.
- Ensure all coaches and volunteers have completed required criminal record checks.

SDP-Specific Responsibilities:

- Recruit, coordinate, and organize the certification of coaches.
- Communicate policies and procedures to coaches.
- Maintain and update the program calendar.
- Be present during lessons to support coaches and participants.
- Obtain sponsors for snacks and coordinate volunteers for snack service.
- Collaborate with the General Manager to develop and manage the SDP budget, ensuring program costs remain within budget targets.



Team Collaboration:

- Work closely with the General Manager, Program Director, and Head Coaches to align programs with CNSC's strategic goals and meet participant needs.
- Partner with the Social Event Coordinator to promote and market programs.
- Attend and contribute to team meetings.

Skills and Qualifications:

- Highly organized with strong attention to detail.
- Proficient in administrative tasks and computer skills, including Microsoft Office Suite.
- Excellent customer service skills and the ability to communicate effectively with diverse teams.
- Proven ability to plan, deliver, and manage programs, groups, and resources.
- Strong leadership skills with the ability to motivate and direct staff and volunteers.
- Self-motivated and able to work independently as well as part of a collaborative team.
- Knowledge of Cross Country Canada Long Term Athlete Development (LTAD) Model.
- Familiarity with software such as MSWord, Excel, PowerPoint, and Zone4 is an asset.

Club Operations:

- The Program Coordinator may be assigned additional duties by the General Manager, provided they do not conflict with the delivery of core programs. The General Manager and Program Coordinator will work together to develop work schedules and key deliverables.

Work Schedule:

This is a part-time position, requiring 10-15 hours per week, Seasonal. The SDP Program will be held on Wednesday Evenings and Saturday Mornings. The Program Coordinator will be on site for the programs dates/times.

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 "Program Coordinator Application" in the subject line.

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

