

Job Posting: Program Coordinator

Caledonia Nordic Ski Club – Prince George, BC

The Caledonia Nordic Ski Club (CNSC) is seeking an enthusiastic and organized Program Coordinator to lead our Bunnyrabbit (ages 5–6), Jackrabbit (ages 7–9), and Jackalopes (ages 9–12, non-racing) programs. This position is ideal for someone who loves working with youth, supporting volunteer coaches, and creating a fun, welcoming environment that encourages a lifelong love of skiing.

About the Programs:

The Bunnyrabbit, Jackrabbit, and Jackalopes programs are part of Nordiq Canada's Skill Development Program (SDP) and are designed to introduce children to the joy of skiing through games, skill-based activities, and community. These programs emphasize:

- Developing strong ski fundamentals and confidence on snow
- Encouraging fun, participation, and teamwork
- Creating a safe, inclusive, and welcoming environment for children and families
- Supporting volunteer coaches with resources, planning, and leadership

Position Details:

- Term: September 30, 2025 – March 15, 2026
- Hours: ~10–15 hours per week (including program coordination, communication, and on-site support)
- Location: Caledonia Nordic Ski Club, Prince George, BC
- Additional Duties: Administrative tasks and occasional collaboration on special events may be required

Responsibilities:

- Coordinate and administer the Bunnyrabbit, Jackrabbit, and Jackalopes programs
- Recruit, organize, and support volunteer coaches (including certification and resources)
- Ensure programs align with the Nordiq Canada Long-Term Athlete Development (LTAD) model
- Be present during program sessions (Wednesday evenings and Saturday mornings) to support coaches, athletes, and families
- Manage program resources, schedules, and communications with parents



- Create a fun, safe, and inclusive environment for all participants
- Collaborate with the General Manager, Head Coaches, and club staff to ensure program success

Qualifications:

- Experience coordinating or delivering youth sport or recreation programs
- Strong organizational, leadership, and communication skills
- Ability to support, motivate, and lead volunteer coaches
- Knowledge of Nordiq Canada's Skills Development Program (SDP) and LTAD framework (or willingness to learn)
- Proficiency in Microsoft Office and comfort with online registration systems (Zone4 experience an asset)
- Self-motivated, flexible, and able to work independently as well as part of a team

Benefits:

- Club membership for the 2025/26 season
- Opportunities for professional development through CCBC and Nordiq Canada
- Be part of a vibrant ski community that delivers outstanding youth programming
- Make a meaningful impact on the next generation of skiers in Prince George

How to Apply:

Please submit your resume and a brief cover letter outlining your experience and passion for working with youth to:

John Bowes, General Manager
Caledonia Nordic Ski Club
gm@caledonianordic.com

Potential to combine this with other roles at the club is available
Applications will be reviewed as they are received.
Posting will remain open until filled.

