

Canmore Nordic Ski Club (CNSC) is seeking a part-time, one year term Club Administrator starting May 1, 2021. This position is a one year employment contract, with a possibility for an extension or to become permanent. Reporting to the President, the Club Administrator will work directly with the executive, program director and sub-committees to ensure the smooth operation of the Canmore Nordic Ski Club and its programs. Strong working relationships with the CNSC Board of Directors, committee members, coaches, volunteers, athletes and CNSC members must be developed to be effective.

Remuneration

This part-time, one year, hourly employment contract is based on an average of 20 hours per week, with some weeks greater or less than 20 hours per week plus occasional evenings and weekend requirements. Salary will commensurate based on experience.

Closing Date

Applications must be received by noon on **April 14th, 2021**. Interviews will be conducted as qualified applications are received. The competition will close when the desired candidate is found. Please email application to jobs@canmorenordic.com



Club Administrator Job Description

General Accountabilities

The Club Administrator duties include providing administrative duties for a large and growing non-for-profit nordic sport organization. Other duties include supporting member services, fundraising, grant applications, project management and raising the profile of the club.

Specific Responsibilities

The Club Administrator will ensure the viability of Canmore Nordic Ski Club through, but not limited to, the following activities:

- **Administration:** Manage day-to-day club operations; support / check-in with the various club coordinators; ensure board members and staff are provided with access to Google Drive; manage Zone 4 accounts; oversee program surveys; source and manage all aspects of uniforms and club clothing with the volunteer coordinator.
- **Fundraising:** Actively identify and prepare grant applications with committee; identify and develop non-program based revenue sources; develop vendor relations to offer club discounts and / or a clothing sponsorship program; develop a sponsorship package for members to use, create and maintain the online merchandise store.
- **Member Services:** Respond to member requests; develop member benefits program (e.g. discounts at vendors, special events, etc.); develop member

satisfaction measurement and / or feedback tools for programs, facilities, camps, coaches, etc.

- **Communications:** Develop, maintain and monitor a communications plan that includes appropriate branding; media releases, manage the website, calendar entries, events, race results, monthly newsletters, support the social media volunteer, maintain image library; and act as spokesperson for the CNSC.
- **Community Relations:** Professionally represent, engage and liaise with CNSC members, volunteers, and coaches, and, externally, with the general public or stakeholder organizations.
- **Project Management:** Organize, oversee and support special projects in the areas of nordic sport events.
- **Board / Committee Relations:** Support the CNSC Board in the development / execution of strategic plans and policies; provide updates at all board meetings; attend committee meetings (as deemed necessary); provide reports as requested; and maintain the Board handbook.
- **Financial/Audit:** Coordinate with Bookkeeper and Treasurer to manage annual budget; maintain records and signing schedules for agreements, permits, etc.; and proper incident report filing.
- **Human Resources:** Ensure coaches have up to date contracts and schedules; oversee the vulnerable sector checks for all paid and volunteer coaches; help develop employee performance evaluation forms; ensure job descriptions are up to date; and ensure coaches, paid and volunteers have proper certification.
- **Asset Management:** Maintain equipment inventory count; and ensure club assets are insured appropriately.

Abilities and Experiences

- **Governance:** Experience working with volunteer boards and community committees.
- **Customer Relations:** Strong interpersonal and communication skills.

- **Project Management:** Project management and special event planning experience.
- **Fundraising:** Experience in sourcing and applying for grants; soliciting sponsorships, and creating fundraising initiatives.
- **Communication:** Experience using a variety of communications tools, social media platforms and developing communications guidelines / strategic plans.
- **Financial:** Ability to develop, interpret and oversee annual operating and capital budgets; write fiscal reports; and understand liability insurance and asset management.
- **Administration:** Developing SMART indicators or measures to monitor the quality of club programs over time.
- **Technical Competencies:** Strong computer and software experience (e.g. Google Drive and Zone 4).

Interpersonal Skills

- Confident, personable and approachable nature
- Self-starter who demonstrates initiative
- Enjoys working independently and with teams
- Exercises discretion and judgment in handling sensitive information
- Analyzes and solves problems systematically

Note: A Police Background Check and Vulnerable Sector Search is required.