

**Part-time Club Manager
Two Year Contract**



(Application Deadline: September 15th, 2017)

Nakkertok Nordic is Canada's largest cross country ski club, with over 1500 members and a full range of recreational and competitive skiing programs. Our skiing facility includes 80km of groomed trails in Cantley, Quebec, and now includes a \$250k snow making operation made possible by Kraft Heinz Project Play. Nakkertok is a vibrant, volunteer-based club that is 40 years in the making. We have incredible volunteers who contribute significant time and energy into every aspect of our club – through coaching, racing events, trails and facilities and an endless list of other remarkable contributions. We are now a large, complex organization and The Board of Directors is seeking a Club Manager to further support the coherent and integrated management of club-wide opportunities and issues.

The Club Manager will be uniquely positioned to focus on club-wide business in a way that is not possible for even our most dedicated volunteers. That focus will enable the Manager to identify opportunities, to connect eager contributors and further strengthen our club community. We designed this role to be both 'manager' and 'mobilizer'. With the hands-on leadership style that has created Nakkertok, we believe the Club Manager will create a multiplier effect – strengthening and optimizing the volunteer foundation upon which the club has been built. The job description below outlines the key responsibilities of the Club Manager and the ways in which we believe this new role will advance the strength and success of our club.

The successful candidate will demonstrate the following competencies and experience

- Seasoned management experience in a community club or sport club setting, with a positive and passionate leadership style
- Demonstrated initiative in identifying opportunities, and building the spirit and team required to bring programs and initiatives into reality
- Strong business management skills and experience in administrative and financial oversight, including budget management and strategic planning
- Experience in cultivating and managing relationships with community members and leaders
- Exposure and experience working with a volunteer board of directors
- Excellent communication skills in both French and English

The Club Manager will report to the President of the Nakkertok Board of Directors and will provide leadership to our club Administrator who has responsibility for volunteer and membership administration.

Job Description — Club Manager – Nakkertok Ski Club

The Nakkertok Cross Country Ski Club is seeking a dedicated Club Manager to play an essential role in ensuring effective club operations and exploiting new opportunities to advance the success of the club. We are the largest cross country ski club in Canada, with almost 1,500 members who enjoy both recreational and competitive skiing on over 80 km of trails near Cantley, Quebec.

The Club Manager role is a 2 year contract position that will require working part-time (approximately 15 hours per week) throughout the year. We expect the role to require approximately 700 hours per year and there is flexibility to shape the working arrangement to facilitate the Manager's needs and the club's objectives.

Working with the Board of Directors and the club's seasoned volunteer leaders, the Club Manager will have primary responsibility for the following activities:

Volunteer and staff resource management

- o Establish a club vision for volunteer management, develop and implement a framework for volunteer recruitment and support, and lead succession planning for key roles
- o Develop and formalize critical infrastructure for coaching and officials, ensuring a strong pipeline of certified volunteer coaches to support ongoing program and club success
- o Contract staff administration – maintain contracts, support the Board and program leadership in negotiating and finalizing arrangements with paid staff (racing coaches, administrator, trail groomers, booking services)
- o Develop human resource policies and volunteer management policies

Nakkertok Facilities

- o Develop a vision for facilities usage and management, including the development of opportunities for year-round usage and additional revenue generation
- o Expand and support facilities volunteer recruitment and coordination
- o Oversee the management and usage of the facilities, including trail passes and payments

Fundraising

- o Increase the breadth, sophistication and effectiveness of club fundraising efforts:
 - Create fundraising strategy
 - Lead the development and management of sponsor relationships
 - Search and identification of grant opportunities and coordination of grant proposal development

Community Relations

- o Develop strategy for community relations with our Quebec neighbours, fostering and advancing connections with local municipalities, groups, local business and local media.
- o Provide advice and support for community outreach by board and club volunteers

Program development and administration

- o Develop new program offerings that align with club objectives, such as expanded offerings in adult ski programs and multi-season offerings that take advantage of our trails and facilities
- o Establish the volunteer infrastructure that enables these programs to flourish

Board of Directors – guidance and support

- o Collaborate with the Board President to establish Board meeting objectives and agenda and coordinate the input of Board members for monthly meetings

- o Board member recruitment and succession planning, and onboarding of new members
- o Provide guidance and advice to the Board on strategic planning, establishing decision making protocols and accountabilities
- o Provide advice and support to individual Board members in the management of their respective program portfolios

Financial and Risk Management

- o Collaborate with the Board Treasurer on the development of annual club and program budgets
- o Provide oversight for club financials and corresponding reporting
- o Ensure appropriate spending controls, and revenue tracking
- o Collaborate with Board Treasurer and accounting services provider on the development of accounting policies
- o Insurance policy development and administration for club and landowners
- o Ensure legal compliance with employer policies, including health and safety policy development and implementation

Interested applicants are asked to submit a cover letter and resumé to careers@nakkertok.ca by **September 15th, 2017**.

Please go to our website to see more information about our club.

www.nakkertok.ca

We appreciate your interest and will follow up with individuals whose skills and experience align with our requirements.