

**CALEDONIA NORDIC SKI CLUB**

**GENERAL MANAGER**

**JOB DESCRIPTION**

**Position Title:** General Manager

**Reports to:** Club President

**Date:** October 21, 2021

**Overview**

The Caledonia Nordic Ski Club operates the Otway Nordic Ski Centre, located minutes west of Prince George BC, the club has over 50km of groomed trails, daily night skiing (20 km of lit trails), dog friendly trails, numerous single track all season trails, a 30 lane biathlon range and cross country ski trails and stadium complex that are fully certified under the Federation International de Ski (FIS) homologation standards. The Club also has a large comfortable day lodge complete with heated washrooms, wax room, kitchen, small concession (snacks and drinks), ski school, and both snowshoe and ski rentals. The club has a growing summer mountain biking skill development program.

The Otway Ski Centre facility is operated by the Caledonia Nordic Ski Club, a non-profit organization. The club is run by a volunteer board of directors, a general manager and, a staff of approximately 14 seasonal employees. The club has initiated a fully endowed full-tuition scholarship for Nordic athletes at UNBC - the first in Canada. The club also has one of the largest school ski programs in the province with 2500 children, and the highest number of children, approximately 250, in the province in the Skills Development program.



**General Expectations:**

The General Manager provides overall leadership to the Clubs staff and volunteer work force.  
The General Manager

- 1) Has a passion for the development of Nordic and other non-motorized outdoor sports.
- 2) Has entrepreneurial skills and a passion for growing the Clubs revenue opportunities
- 3) Markets both current and new opportunities offered by the Caledonia Nordic Ski Club
- 4) Assists the Board in the development of a vision for the future growth of the club.
- 5) Assists the Board in the development of a strategic plan that is used to guide the club's growth.

The General Manager (GM) is responsible for the overall management of the Club's operations, staff, programs, and activities. The GM is also responsible for executing the Club's strategies and plans, managing the budget, and ensuring adequate staffing. The General Manager is accountable to the Board while reporting directly to the President of the Club.

**Responsibilities:**

- 1) The General Manager is accountable to the Board for all aspects of the Club including the day-to-day management of the Club.
- 2) The authority and accountability of staff is the responsibility of the General Manager.
- 3) Direction to the General Manager is achieved through the establishment of Board policies and through the strategic plan.
- 4) As long as the General Manager uses reasonable interpretation of the Board's policies and strategic plan, the General Manager is authorized to establish all further policies, make decisions, take actions, establish practices, and develop activities.
- 5) The General Manager is responsible to lead a highly engaged team and ensure that all employees of the Club receive performance evaluations.



- 6) Decisions of the Board acting as a body are binding upon the General Manager. Instructions by individual Board members are not binding on the General Manager except when authorized by the Board.
- 7) The General Manager is responsible for media relations, website maintenance, social media communications, newsletters and any other communications to membership and/or the public in general, as the spokesperson for the Ski Club. The intent is to consistently, and effectively, promote the Club's vision and goals, public relations, and is the public face of the Club, unless otherwise delegated by the Board.
- 8) Provides input and support to the Board.
- 9) Explores and develops opportunities to improve and build the organization, including the expansion of spring, summer and fall activities

**The General Manager will:**

- Through a monthly report to the Board will promptly advise and report to the Board all matters of significance that affect the Club
- Ensure the Club's operations are consistent with applicable legislations
- Determine the formal process for staff performance evaluations
- Ensure the Club's accounting practices are consistent with Canadian G.A.A.P. or equivalent
- Ensure that capital equipment and operating expenditures are within specified targets supporting the approved annual budgets
- Receive Board approval for all expenditures that are in excess of approved budget plan.

**Please forward resumes to Lance Macdonald at [president@caledonianordic.com](mailto:president@caledonianordic.com)**

