



Kimberley Nordic Club

General Manager

Job Description

May 2022

Job Purpose

Working collaboratively with the KNC Board of Directors (“the Board”), the General Manager is responsible for coordinating and overseeing all aspects of the Kimberley Nordic Club (KNC) to fulfill the Club’s mandate of providing and fostering cross-country skiing and other nordic events among its membership and members of the community.

The General Manager works with KNC staff and our community of volunteers to ensure operations at KNC are efficient and aligned with the club’s mission, vision and strategic plan. The General Manager is seen as a leader within the KNC community and therefore seeks to exemplify the club’s core values of striving for excellence while being inclusive, collaborative, community-focused, sustainable, and having fun.

Duties and Responsibilities

Duties and responsibilities of the General Manager include but are not limited to the following:

Administrative

- Support the KNC Board in its operation of the club by attending board meetings.
- Provide reports and recommendations at Board meetings.
- Implement tasks and projects as directed by the Board.
- Assist in the development of strategic plans and their implementation.
- Manage KNC documents and online filing systems.
- Understand and implement KNC policies and procedures.

Operations and Facilities

- Oversee and work collaboratively with the kiosk manager, kiosk staff, head coach, groomers, volunteers, and Board of Directors to manage the day-to-day operations of the club.
- Ensure availability of facilities, licensing and permits are up-to-date, and insurance coverage is current.



- Ensure the trails and facilities are well prepared for opening each season and that all facilities are properly closed and secure at the end of each season.
- Inspect trails daily, monitor weather forecasts, and set grooming schedules and priorities.
- Assist with kiosk coverage as determined by scheduling requirements.
- In collaboration with and under direction of the KNC Board, organize and support major capital projects through the planning, implementation and completion stages.

Staff and Volunteer Management

- Train, supervise and work collaboratively with staff.
- Assist with hiring new employees as needed.
- Ensure that staff are aware of and know to follow WorkSafe BC guidelines.
- Grow the volunteer base.
- Create a volunteer recognition program to formally recognize volunteers and their contributions.

Programs and Special Events

- Oversee a full range of programming including School Outreach, Jackrabbits, Track Attack, Junior Racers, and Adult programs.
- Coordinate coach training and ensure compliance with coach licensing and criminal record checks.
- Coordinate facility use for races, special events, and off-season activities.

Financial

- In collaboration with the KNC Treasurer, bookkeeper and program coordinators, assist with the development and management of club and program-specific budgets.
- In collaboration with the KNC Treasurer and bookkeeper, maintain sound bookkeeping procedures, including financial reporting, accounts payable and receivable, and point-of-sale systems.
- Ensure compliance with non-profit society reporting requirements.
- Monitor and manage staff hours and club expenditures to ensure compliance with established budgets.
- Provide guidance to ensure that club and program finances maximize the potential for grant funding.
- Manage the membership process and program registration, which includes overseeing online registration systems (e.g., Zone4) and on-site registration services in coordination with the kiosk manager.

Fundraising

- Based on the needs of KNC and its programs, identify suitable grants, prepare applications, and complete final reports.
- Create a sponsorship package, solicit sponsors, and follow-up on deliverables.



- Ensure appropriate recognition of donors and funding partners.

Communications

- Create a communication plan and branding strategy that includes high quality print and digital communications.
- Ensure consistent communication with the KNC membership via email, maintenance of the KNC website, social media, media releases, and events calendar.
- Support the use of and maintenance of equipment/electronics used to facilitate communications.

Community and Stakeholder Relations

- Act as the “face of the club” by professionally representing KNC, fielding complaints, and responding to incidents.
- Develop and maintain open communication with stakeholder organizations including the City of Kimberley, Kimberley Trails Society, Kimberley Nature Park Society, and Cross Country BC.
- Develop and maintain positive relationships with neighbouring landowners.