



NORDIC CENTER MANAGER | full time | seasonal |

The Nordic Center Manager will work with and manage a fun and skilled team to oversee smooth operations in Edson Hill's Nordic Ski and Snowshoe program. Edson Hill's Nordic Center is open to the public and is a popular amenity for our hotel guests seeking Nordic Ski lessons, use of our historic trail network, fat bike demos and rentals as well as snowshoe rentals and tours. They will work closely with the General Managers to ensure all policies and procedures are followed to create and foster a positive, fun, and safe working environment as well as an exceptional experience for our guests. The Nordic Center Manager is a full-time, seasonal role and will assure the Center is open and properly staffed 7 days per week through the ski season. Great pay commensurate with experience.

Duties and Responsibilities:

- Ensure smooth communication between Nordic Staff and Edson Hill Front Desk team for scheduling lessons and reporting daily trail conditions.
- Maintain the Edson Hill experience through genuine, polite, and enthusiastic guidance to our guests regarding rentals, instruction, retail purchases, and "apres ski" at the Nordic Center.
- Coordinate priorities and communication (and potentially assist) our experienced lead groomer and instructor on trail needs, lesson schedules, and availability.
- Lead, inspire and motivate your team through sound leadership practices
- Assist in the hiring and training of Nordic Center staff; manage and schedule Nordic staff and instructors

Oversee, manage and modify or create procedures for the following:

- Nordic Ski and snowshoe rental program
- Daily engagement with our guests at breakfast to share trail conditions and drum up interest in Nordic.
- Tuning and maintenance of rental fleet of skis, boots, poles, and snowshoes
- Equipment procurement - tools, accessories, and gear upgrades
- Retail inventory and sales. Explore retail expansion with General Managers
- Schedule rentals and lessons. Provide tours, lessons, and trail suggestions for guests
- All Nordic Center activities and events as well as safety and first aid

Requirements:

- Join management team for weekly Managers Meetings
- Learn and train staff in the use of Ordyx POS system and Google Docs
- PSIA and basic first aid certification are preferred but not required
- Develop and modify SOPs where missing or in need of updates and improvements
- All other duties as assigned by Edson Hill Management.

Job Type: Full-time

Pay: From \$20.00 per hour

Benefits:

- Employee discount
- Paid training

Schedule:

- Day shift
- Monday to Friday
- Weekend availability