



**CCSAM**  
Cross Country Ski Association of Manitoba

CCSAM is the Provincial Sport Organization for cross country skiing in the province of Manitoba. CCSAM operates and manages the Windsor Park Nordic Centre in Winnipeg. Windsor Park Nordic Centre is seeking a qualified individual to provide full time, seasonal management assistance during the Fall/Winter.

### **JOB OPPORTUNITY – WINDSOR PARK NORDIC CENTRE**

**POSITION:** Assistant Manager

**TERM:** November 2012 – March 2013

**STATUS:** Full Time / Seasonal

**HOURS:** May vary. Typically 30 – 40 hours per week  
Weekday & weekend shifts

### **JOB DESCRIPTION**

- Assist the General Manager / CCSAM Executive Director in all day to day operations and programs at Windsor Park including:
  - Schedule and supervise clubhouse staff (5 – 7 staff)
  - Oversee rental equipment inventory and use
  - Coordinate the Ski School schedule
  - Manage payroll records and daily financial reports
  - Liaise with grooming personnel and City of Wpg personnel
  - Manage concession area inventory and sales
  - Maintain clubhouse building (general cleaning duties)
  - Provide excellent customer service, including email correspondence and social media updates

### **NECESSARY SKILLS**

- Organized, responsible and self motivated
- Excellent communication skills and a positive attitude
- Friendly, personable, approachable. Related experience in the areas of customer service and staff management considered an asset
- Strong work ethic and attention to detail. Able to work without supervision and show initiative
- Emergency or Standard First Aid certified (Must attend a Windsor Park Emergency Response workshop prior to employment)
- Strong computer skills considered an asset
- Technical knowledge in the sport of cross country skiing considered an asset
- Valid driver's license and access to personal vehicle considered an asset
- Particular interest will be paid to candidates with interest in improving upon the existing concession services

**Application Deadline: Monday October 22, 2012**

Applicants please send resume and cover letter to: [info@ccsam.ca](mailto:info@ccsam.ca)  
Only successful candidates will be contacted. Interviews to take place during the week of October 22<sup>nd</sup>.



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CCSAM is the Provincial Sport Organization for cross country skiing in the province of Manitoba. CCSAM operates and manages the Windsor Park Nordic Centre in Winnipeg. We are currently seeking qualified individuals to join the Windsor Park Nordic Centre team this ski season. Full and part time, seasonal positions are available.

### **JOB OPPORTUNITY – WINDSOR PARK NORDIC CENTRE**

- POSITION:** Clubhouse / Customer Service Staff
- TERM:** December 2012 – March 2013 (opening/closing days are snow dependent)
- STATUS:** Full Time (1 position available) & Part Time (4 – 6 positions available)

### **JOB DESCRIPTION**

- Greet skiers – provide assistance, answer questions
- Sell trail passes – handle cash and card transactions
- Outfit skiers with rental equipment
- Maintain rental equipment – cleaning & waxing
- Sell concession goods and maintain kitchen area
- Maintain clubhouse cleanliness (including restroom facilities)
- Answer telephone inquiries

### **NECESSARY SKILLS**

- Friendly, personable, approachable. Prior experience with customer service considered an asset
- Comfortable handling cash, cash registers and Interac machines
- Willingness to work hard during busy times and find work during quiet times
- Emergency or Standard First Aid certification considered an asset. (All staff must attend a Windsor Park Emergency Response workshop prior to employment)

**Application Deadline: Monday October 29, 2012**

Applicants please send resume and cover letter to: [info@ccsam.ca](mailto:info@ccsam.ca)

Only successful candidates will be contacted.