

YMCA of the Rockies – **Snow Mountain Ranch**
Position Overview

Job Title: **Nordic Center Director**

Status: Exempt

Employee Classification: Year-round/Benefited

Leadership Level: Team Leader

Reports to: Program Director

Revision Date: 6-01-2013

Apply by May 30, 2014. Start date ASAP or by early Autumn 2014

Position Summary:

Responsible for managing and directing all operational aspects of the Nordic Center, including year-round trail development and maintenance, and coordinating year-round special events. Manages specialty retail outlets on property.

Essential Functions / Requirements:

1. Minimum of two seasons experience managing a Nordic facility or comparable management background: Includes ice skating and tubing hill operations.
2. Previous experience as a Nordic instructor or trainer.
3. Working knowledge of skiing techniques, trail management, Nordic equipment, retail operations and teaching for all ages and abilities.
4. Ability to work in the outdoors in extreme conditions such as cold, ice, snow and wind.
5. Manage all aspects of Snow Mountain Ranch winter special events and races.
6. Manage Nordic, Adventure shop and special events budget.
7. Manage and maintain all aspects of summer mountain bike rental and retail program: Including purchasing and maintenance of 40-45 mountain bikes.
8. Manage and develop YMCA trail system on a year-round basis: Including ongoing maintenance and new trail development within the association's long range plan.
9. Hire, supervise, schedule, train and evaluate staff and volunteers.
10. Support the Association safety program. Promote safe work practices and a safe environment for guests, members and staff.
11. Uphold the YMCA of the Rockies Mission, policies and programs.
12. Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility and Faith in all functions.
13. Promote a cooperative, positive and problem-solving atmosphere at all times.
14. Ability to work cooperatively with others in a diverse environment.
15. Must meet acceptable criminal background check standards.
16. Possess excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
17. Outstanding written and interpersonal communication skills.
18. Proficient with a variety of computer programs: Excel, Word, QuickBooks, etc.
19. Must maintain current First-aid and CPR certifications.

Other Functions / Requirements:

1. Must possess a valid, USA state issued driver's license, an acceptable driving record, and comply with YMCA driving rules to be approved to operate YMCA vehicles.
2. Develop and evaluate programs for Nordic Center guests including ski races, special events and educational programs.
3. Cultivate relationships to support fundraising for the Nordic Center.
4. Ability to order and inventory retail merchandise.
5. Other duties as assigned.

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Accountability:

1. Develop programs designed to meet the interests and abilities of the Nordic Center guests.
2. Manage budgets with controlled expenses and expanded revenues while using YMCA resources in the most responsible way.
3. Create positive experiences for guests and staff using the Nordic program, trails and special events.
4. Ensure staff members have opportunities for growth while providing outstanding and productive work experiences.

DRUG/ALCOHOL POLICY:

Please note, in accordance with our healthy spirit/mind/body mission and federal law, we have a zero tolerance policy for alcohol or drugs on property; in addition, no drugs are tolerated (including marijuana) during your employment with us.

COMPENSATION:

This is a full time, year round, salaried position paying \$37,400 to \$42,000 DOE with full benefits including health/dental/life insurance, vacation/PTO, participation in the YMCA retirement plan, comp nights at both Estes Park Center and Snow Mountain Ranch, and a YMCA of the Rockies family membership. Year round employees also have access to other employee perks including free skiing/snowboarding/mountain biking/golfing (dependent on season and resort) at Eldora Mountain Resort, Winter Park Resort, Granby Ranch, and Steamboat.

ABOUT THE Y

The YMCA of the Rockies operates two year round destination family resorts on each side of Rocky Mountain National Park: Estes Park Center located in Estes Park, CO; Snow Mountain Ranch located in Winter Park, CO; and Camp Chief Ouray, a summer resident camp for kids located on the Snow Mountain Ranch property. We hire year round staff, plus hundreds of seasonal staff and college interns every year that want to experience the mountains and support our healthy spirit, mind, and body mission.

ABOUT THE SNOW MOUNTAIN RANCH NORDIC CENTER

More than 20,000 skiers per year visit our property covering 5,200 acres of mountain meadows at an altitude of 9,000 feet. Snow Mountain Ranch's Nordic Center has more than 100 kilometers of groomed trails accommodating everyone from the first-time classic cross-country skier or snowshoer to the elite racer/skate skier. We are proud to host members of the U.S. Paralympics Nordic team for their training, regional races, the Colorado Biathlon, and other world class events. Beyond cross country skiing, families and groups can enjoy ice skating, sledding & tubing, snowshoeing and sleigh rides. Canine companions are welcome to join skiers on some of the trails, for a full-family workout.

The Nordic Center's full-service ski shop is where you will find great deals on lessons and rental packages. We also have the latest cross-country ski gear and apparel for sale. To re-energize, visit the Skinny Ski Cafe and enjoy a light snack or warm up with a bowl of soup and a sandwich.

QUESTIONS?

Please call our HR office at 970-887-2152 ext. 4013, or email hrofficesmr@ymcarockies.org.

TO APPLY:

1. Please send a cover letter and resume with three references to Jennifer Mirczak (JMirczak@ymcarockies.org) and use **<Nordic Director>** in the subject line
2. If your resume/cover is accepted, we'll ask you to view and submit the application at tinyurl.com/ymcayrjobs. You can view/fill this out using Internet Explorer or Google Chrome browser, save it to your hard drive, and then email or print/fax it to us. Or, if you're using the Firefox browser, you may download and open it/fill it out in Adobe Reader, save it to your hard drive, and then send it to us. You are welcome to send this in with your resume and cover letter.