



### **Position Posting: Executive Director**

The Golden Snowmobile Club (SledGolden) is hiring for the position of Executive Director.

### **About Sled Golden**

The Golden Snowmobile Club (SledGolden) was established in September 1991 with the purpose of providing snowmobiling awareness, education and safety in the Golden Area. The club has grown over the past 30 years to include four managed areas, three staging areas, one cabin, three kiosks and more than 100km of groomed trail.

Operationally, SledGolden grooms trails, clears parking lots, sells tickets and day passes, provides conditions updates and acts as a voice for the snowmobile community locally. Sled Golden is an active member of Tourism Golden, the Kicking Horse Country Chamber of Commerce, and the Outdoor Recreation Council of British Columbia. The annual operational budget of the club is in the \$300,000 range, excluding capital projects funded by grants.

This Executive Director works closely with the Operations Manager who is responsible for grooming and maintenance of club infrastructure. The club also seasonally hires an Avalanche Technician, Grooming staff and 5-7 Staff to sell tickets at the gate kiosks.

The Golden Snowmobile has worked hard to nurture and maintain good relationships with Rec Sites and Trails BC, Parks Canada, the Town of Golden, the CSRD, Tourism Golden, Canfor, LP, Holt Mine, and many other organizations, including sponsors, grantors, supporters and other stakeholders, on which the club relies for funding, support and continued access to our riding areas.

### **Start Date**

Sled Golden is hoping to fill this role as soon as possible.. We will work with the successful candidate to accommodate the start date.

### **To Apply**

Please submit your cover letter and resume to [snowmobile@snowmobilegolden.com](mailto:snowmobile@snowmobilegolden.com)



## **Executive Director**

The Executive Director position reports directly to the board of directors and has three direct reports: the Gate Supervisor, Operations Manager and Avalanche Technician. The Executive Director is responsible for the efficient, professional and profitable operation of the club.

### *Responsibilities:*

#### Administration

- Maintain operations aligned with the RST-BC partnership agreement and Annual Operating Plan.
- Execute all administrative requirements from procuring insurance to running payroll, administrating board meetings, and other daily, monthly or annual activities.
- Oversee the implementation of the strategic plan
- Write grant applications and reports to support capital projects (and operational projects where needed).
- Create, acquire approval for, and adhere to annual budgets.
- Maintain positive communications with government contacts, private businesses, and community organizations.

#### Staff Management

- Provide operational support and guidance to direct reports, fostering a team environment.
- Manage all staff hiring, contracts, schedules and duties.
- Assist staff, as required, to procure supplies or with other operational short falls.

#### Marketing & Sponsorship

- Oversee communications put forth by the club, including conditions reports, social media posts, website changes and adjustments, etc.
- Manage the sponsorship program, from recruiting sponsors to providing sponsorship deliverables.
- Liaise with other local, provincial and regional marketing organizations to maintain Golden's reputation as an excellent snowmobiling destination.
- Manage the club membership program, including encouraging volunteerism and other

### *Qualifications:*

- Degree in business, recreation management or equivalent experience
- Experience managing budgets, staff and projects
- Illustrated excellence in relationship management
- Familiarity with various forms of fundraising, from sponsorship to grant writing.
- Must have own home office, computer and supplies to do job.

### *Compensation and hours of work:*

Commensurate with experience; \$25-35 per hour. From September – April, 20-30 hours/week; from May – August; 5-10 hours/week