


JOB DESCRIPTION	JOB TITLE:	Nordic Center Supervisor/Ski Instructor	
	Job Location:	Soldier Hollow	Position Code: 810
	Reports to:	Nordic Program Manager	Pay Grade: 7
	Function Area:	Ski Trails/Lodge	Type: Full-time/Part-time Non-Exempt

Job Title: Nordic Center Supervisor/Ski Instructor

Major Tasks, Responsibilities and Accountability

- Manage rental shop, including staff hiring, scheduling and retail and rental fleet management
- Scheduling and outreach for youth group ski sessions
- Assist with management and staffing of *Kickers and Gliders* youth program
- Teach skiing to the general public, school groups, youth groups
- Maintain excellent customer service while interacting with public, coaches and athletes
- Assist coaching of Team Soldier Hollow training as assigned, including occasional training planning
- Supervise youth ski groups and ensure safety procedures are followed
- Other duties as assigned

Required Knowledge and Essential Skills

- Must be able to cross-country ski at a minimum of intermediate level
- Able to instruct groups and individuals while skiing, both adults and children
- Excellent customer service skills with friendly outgoing communication style
- Basic first aid and CPR certification
- Must enjoy working in a team environment
- Self-starter attitude. Ability to see problems and tasks and complete them without supervision
- Willing to be flexible and complete additional tasks as needed. This position reports to two different departments (Public Skiing and Team Soldier Hollow) so must be able to divide up duties each day.

Minimum Qualifications

- Experience with Nordic Center operations or equivalent professional experience
- US Ski & snowboard Level 100 Coaching Certification recommended, but not required
- Flexible work schedule – must be available to work days, evenings, weekends and holidays

Environmental Job Requirements

- Ability to work outdoors in all temperature/weather extremes

Physical Requirements

- Ability to cross-country ski
- Ability to lift 40 pounds
- Must be able to stand on feet for extended time
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Required In-House Training

- UAF Orientation
- Sexual Harassment – Safe Sport Training
- Drug & Alcohol
- Hazardous Communications Program
- Customer service
- Company Cell phone policy

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.