



General Manager

Last updated: June 2023

JOB PURPOSE

Our Club has a need for a growth-minded General Manager that understands what it takes to implement Board policy in a manner consistent with the strategic direction set by the Board of Directors and achieve sustained success. The ideal candidate should be great at training, managing and mentoring staff, as well as fully capable of making all aspects of the business run more efficiently from marketing and sales to finance and IT. Interpersonal skills and leadership capability are paramount, as great teamwork is vital to our success. Candidates are also expected to be able to think on their feet. The landscape of our industry changes daily, and we need someone who can adapt and learn on the spot.

Reporting Relationship

The General Manager reports to the Board of Directors, through the President and/or any of the Board of Directors with verbal and written reports.

JOB STATUS

Full Time Position, approximately 40 hours per week

KEY RESPONSIBILITIES

Leadership

- Participate with the Board in developing a vision and strategic plan to guide the organization
- Act as a professional advisor to the Board on all aspects of the organization's activities
- Identify, assess, and inform the Board of internal and external issues that affect the organization
- Foster effective teamwork between the Board and the General Manager and between the General Manager and all staff
- In conjunction with the Executive Directors, act as a spokesperson for the organization
- Conduct official correspondence on behalf of and jointly with the Board as appropriate
- Represent the organization at community activities to enhance the organization's community profile

Management and administration

- Develop and facilitate an active strategic planning process
- Develop organizational goals and objectives consistent with the mission and vision of EVSC Board of directors
- Monitor community needs on an ongoing basis and be aware of changing context within which programs and services are provided
- Monitor programs and services to ensure consistency with criteria established by funding sources, regulatory requirements and the mission and goals of the organization
- Provide information for evaluation of the organization's activities
- Oversee the planning, implementation, execution, and evaluation of special projects
- Prepare applications for new riding areas (Section 57) that have been pre-approved by BOD



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Fiscal

- Develop, recommend, and monitor annual and other budgets and present to the Board Treasurer for evaluation and modification as required
- Approve expenditures within the authority delegated by the Board
- Provide for proper monthly bookkeeping and annual fiscal record-keeping and reporting
- Track and Documents trail pass tickets
- Oversee the filing of Society and Trail Management Documents by the due date
- Submit monthly financial statements to the board of directors

Fundraising

- Work with the Board to secure adequate funding for the operation of the organization
- Maintain relationships with funding sources and prepare and submit grant applications as appropriate
- Research funding courses and oversee the development of fundraising plans
- Participate in fundraising activities as appropriate

Personnel

- Develop and maintain board-approved personnel policies and job descriptions for all staff
- Ensure proper (legal) hiring, training and termination procedures
- Ensure workers have the resources to complete their work and comply with company policies (e.g. Employee Package, radios, time-cards, trail tickets and floats)
- Staff payroll reporting; supplying time sheets; reconcile hours
- Oversee all Employee scheduling
- Oversee all disciplinary actions
- Provide for adequate supervision and evaluation of all staff and volunteers

Physical Assets

- In conjunction with the board of directors and operations staff, ensure that facilities and equipment are as necessary and appropriate to needs of the organization.
- In conjunction with the board of directors and operations staff, ensure proper maintenance of facilities, equipment and trails
- Assist the Board in any acquisitions or expenditures that are outside the approved budget

Board relations

- Assist the Board chair (President) in planning the agenda and materials for board meetings
- Act as a resource to Board so that policy decisions are made on an informed basis
- Keep the Board informed of significant issues affecting the development and delivery of services
- Assist in orientation for incoming Board members

Member relations

- Oversee a member database/management system that will facilitate an understanding of member and sector needs for the purposes of service delivery and relationship management
- Contribute to the organization of member engagement events including field events and meetings



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- Production of communication materials to keep members, sponsors and governments informed of club efforts and achievements
- Maintain program tracking and reporting to members, sponsors, and government
- Oversee membership recruitment and retention campaigns
- Act as a resource for members seeking advice or assistance on specific issues within the EVSC mandate

Public Relations

- Serve as chief liaison with specific sector and stakeholder groups
- Maintain relationship and support the BC Snowmobile Federation
- Ensure appropriate representation of EVSC by all employees
- Coordinate representation of EVSC to legislative bodies and other groups
- Undertake activities within the community that will enhance the visibility of the organization
- Establish good working relationships and collaborative arrangements with groups, funders, politicians, and other organizations to help achieve the goals of the organization

Wildlife

- Must keep up to date with BC wildlife management
- Voice any wildlife management concern to the EVSC Board of directors immediately
- Foster and maintain good relationships with all parties involved, keep the Board of Directors informed about any matter that could affect EVSC.
- The General Manager and Board designate will follow and share the position set by the Board of Directors as needed.

Risk Management

- Identify and evaluate the risks to the organization's people, property, finances, and image and implement measures to control risks
- Ensure the Board and organization carries appropriate and adequate insurance coverage
- Will be expected to be available to arrange personnel for emergency call out when necessary

REQUIREMENTS

Qualifications

- Post-Secondary business management degree or related experience
- Min- 3 years Management Experience
- Min 1-year Further business education
- Experience working with Governing Bodies (e.g. City, Sites and Rec) an asset
- Knowledge of Snowmobile Industry/Riding area/Grooming industry an asset
- AST 1 Certification (AST 2 or CAA Operations Level 1 an asset)
- OFA Level 1 First Aid (or equivalent training an asset)
- Experienced snowmobile operator (Completion of snowmobile safety course will be required)
- Valid Class 5 Drivers License (Required to provide driver's abstract)



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Experience/Skills

- **Leadership Skills:** You will have to keep your employees motivated, resolve conflicts, and make hard decisions for your employees.
- **Time Management:** You will be working with Board of Directors, Government, employees, and customers. Time management and the ability to multitask is essential to make sure everything gets done.
- **Math and Budgeting:** General manager will be expected to create, keep, and maintain a budget, as well as make projections based on previous expenditures. You will need to be confident in using math skills to make sure you know where the club's money is going. You must have working knowledge of computer programs such as Excel and Word processing
- **Analytical Skills:** You will oversee the hiring of new employees and being a good judge of character will help ensure that you hire the right people to maintain an efficient and motivated team. You will also need analytical skills to be able to solve problems that may come up during a typical workday.
- **Decision-Making Skills:** Whether it is dealing with the executives of the B.O.D, Government, employees, customers, or vendors, you will have to make decisions that affect the club. Having the ability to make hard and fast decisions is crucial to your success.
- **Speaking and Writing:** Communication is key. As the General manager you will do a lot of communicating. This might be in negotiations with Corporate Sponsors, in front of a group of employees, or in a meeting with government. You will be called upon to write reports and recommendations and have regular email responses to the B.O.D. Great verbal communications and writing skills will help you in any of these scenarios.

WAGE

Starting annual wage between \$55,000 to \$70,000 based on knowledge and skills.

APPLY TO president@sledsicamous.com

DEADLINE TO APPLY July 30th, 2023