

UPPER CANADA SNOWMOBILE REGION

DISTRICT MANAGER JOB POSTING

The Upper Canada Snowmobile Region (formerly District 1 OFSC) is looking for an individual to manage the administration of the district and the 16 member snowmobile clubs. This will be a permanent position subject to a 6 month probationary period. This position will be 40 hours per week with some weekend work and occasional irregular hours. The area to be managed is Eastern Ontario, Napanee on the west to the Quebec border on the east and north to Arnprior. There is a district office currently in Morrisburg but can be relocated. Salary will be negotiable depending on experience and suitability.

Education:

High School graduation. Post secondary courses or graduation from college in Business Administration desirable.

Essential Qualifications:

Experience in managing a for profit or not for profit business or organization or major project.

Experience in working with volunteers and for a board of directors.

Experience in creating and tracking budgets.

Experience in creating financial reports.

Experience in using office software – Microsoft Word, Excel, Power Point, GIS.

Experience in working with Websites and Facebook.

Experience in a snowmobile club or district administration as a paid staff or volunteer.

Ability to receive and respond to inquiries and complaints while maintaining superior customer serviceskills combined with excellent problem solving and mediation skills.

Possess strong interpersonal, analytical, organizational, and time management skills with the ability to balance diverse changing and conflicting priorities.

Class "G" driver's license.

Desirable Qualifications:

Bilingual.

Knowledge of quick books financial software.

Access to a truck or vehicle to pull a trailer.

Access to a snowmobile.

Knowledge of OFSC policies and procedures as they apply to districts and clubs.

Summary: The district manager is responsible for the administration of all the programs that support the district clubs and members of the district board in their responsibility of delivering safe good quality trails.

Job Function: Accountable to the district board and reporting to the district president, the manager shall direct and carry out day to day operations of the district by implementing policies and

procedures as approved by the board. Oversees and monitors the day to day operations of the grooming and maintenance of the trails. Supervises the part time bookkeeper and helps monitor the financial activity of the district and the clubs. Assists the clubs with operational issues. Works closely with the district executive, the board, and the OFSC administration to carry out the required business of the district.

Duties:

Participates in all executive, board, and committee meetings as a non-voting support person.

Participates along with other district managers in OFSC led meetings and conference calls

Acts as the district contact person for the public and for media.

Acts as a facilitator between clubs and corporations and government.

Maintains and updates the district website.

Monitors the club websites for accuracy and appropriate content.

Keeps districtfacebook updated.

Keeps district calendar of events updated.

Plans and coordinates all trade show participation by the district.

Plans and coordinates all educational seminars and stakeholders meetings for the district.

Maintains all important historic files for the district and clubs.

In cooperation with the district grooming committee, makes recommendations for groomer refurbishment and replacement to the OFSC fleet management personnel.

Monitors and reports on the groomer tracks and hours produced by the groomer GPS units.

Ensures all groomer logs are filled out and collected.

Coordinates the fund raising projects for the district (district map, district lottery, sneak peek show)

Coordinates bulk buying for the district.

Manages the district inventory (office machines, projector, gps units, 2 way radios, vests etc).

In cooperation with the book keeper, prepares financial reports and analysis to assist the board in making decisions and setting policy and procedures.

Updates and monitors the interactive trail guide on the OFSC website.

Works with clubs over summer to update trails, gas outlets, restaurants, points of interest, re-routes, trail changes which are required for producing our district trail guide.

Responds to all email and telephone inquiries coming in to the district office.

Assists clubs with their administrative paper work.

Assists clubs with their ORS reporting. (trail accidents and incidents investigation).

Assists clubs with their applications for funding.

Assists clubs with their risk management.

Assists clubs with their alcohol policy, health and safety policy, CRA T2 filing, and keeping their incorporation status current.

Assists clubs with programs to recruit, retain and reward volunteers.

Other duties as assigned by the district board.

To Apply:

Please send your resume on or before **April 6 2020** to Bruce Robinson berobinson@ripnet.com or
1565 Lindsay Road Oxford Mills On K0G 1S0

See the Upper Canada Snowmobile website for the full job description UCSR.CA

ENQUIRIES: All enquiries should be directed to: Bruce Robinson 613-258-3648