

Manager, Minocqua Winter Park and Nordic Center

Minocqua Winter Park, located in the beautiful Northwood's of Wisconsin, is the premier Nordic center in the Midwest. Minocqua Winter Park has 75 kilometers of PistonBully groomed trails on 6,500 acres of pristine terrain. Trails exist for all ability levels, and the 2k Base Loop is lit for evening skiing. Three snowshoe trails and telemarking slopes are also available. In addition to the trail system, Minocqua Winter Park has a heated chalet with a day lodge, a full service restaurant, an indoor waxing area, a ski shop with new equipment, demos and rentals, and PSIA certified instructors and ski school. It is truly the best in the Midwest.

Position Title: Manager, Minocqua Winter Park and Nordic Center

Position Description: The operation of Minocqua Winter Park is the responsibility of the Minocqua Winter Park Board of Directors. The seven member Board delegates day-to-day operational and program development responsibilities to the Manager and works cooperatively with the Manager to develop and carry out the vision for Minocqua Winter Park. The vision is to provide a quality and enjoyable Nordic experience that skiers in our community and throughout the Midwest have to come to expect from Minocqua Winter Park.

This position is a full time position from October 1 through March 31, and has the potential to be part time from April 1 through September 30.

Duties and Responsibilities:

Hire and manage Nordic center attendants, housekeeping, and grooming staff.

Prepare the Chalet and Trail System for the ski season.

Manage and assist with daily Chalet operations including ticket sales and special programs.

Be a positive and enthusiastic face of Minocqua Winter Park to all skiers as well as community business owners, community organizations, and landowners.

Manage operational expenditures within the defined budget.

Participate in planning Minocqua Winter Park's public relations, marketing, and advertising. Be responsible for executing tasks required to complete the plan.

Coordinate special events within the agreed to budget.

Coordinate activities with the Ski Team, Ski Shop and Ski School, Trails Committee, Development Committee, Personnel and Finance Committee, and Promotions Committee.

Participate in planning, coordinating, and executing current fund-raising events: Wine Tasting, Inga-Lami Northwoods, Lakeland Loppet, Muggy Buggy Fun Run, and Fall Banquet.

Monitor, measure, and report on operational issues and opportunities as well as development plans and achievements to the Board of Directors and other committees as appropriate. This requires regular and thorough communication with the Board regarding all of the above.

Develop and maintain good working relationships with community business owners, community organizations, and Minocqua Winter Park landowners.

Develop and implement plans to improve skiing opportunities at Minocqua Winter Park, and improve the quality of the ski and Chalet experience for customers both local and destination skiers.

Develop and support youth programs, Sit-ski programs and fund raising events.

Seek new and creative means to attract people to Nordic sports and specifically to Minocqua Winter Park.

Manage and update Minocqua Winter Park's website.

Ability to work overtime, holidays, and weekends as required.

Qualifications:

Excellent organizational skills
Excellent communication skills both verbal and written
Excellent interpersonal skills
Knowledge of and enthusiasm for Nordic skiing
Likelihood of a long-term commitment to the position
Enjoys and works well in team situations
Past experience with Nordic centers and programs
Experience working with youth and youth programs
Good listening skills
Good general business, management, and marketing skills
Good PC skills (Excel, Word, PowerPoint, Print Shop) and ability to learn website software.

Education/Experience:

Two years related experience or equivalent combination of education and experience.

Salary/Benefits:

Salary: \$14,000 minimum
Housing is available in Minocqua, WI

Please send cover letter and resume to:

Search Committee
Lakeland Ski Touring Foundation
12375 Scotchman Lake Road
Minocqua, WI 54548

OR

email to David Kozeluh, President Lakeland Ski Touring Foundation
kozeluh@verizon.net

Closing Date for Application is May 31, 2010