



## JOB POSTING

### Downslope Air Bag & Trampoline Facility Coordinator



**POSITION:** Facility Coordinator, two positions available.

**FACILITY & LOCATION:** Freestyle Ontario & Ontario Snowboard Training Facility at Horseshoe Resort near Barrie, ON. The facility will consist of a Downslope Air Bag, 35' & 45' Jump and Trampoline Area.

**DURATION:** Seasonal, June – October 2024. 3-5 days a week with evenings and weekends as required.

**COMPENSATION RANGE:** \$20.00-\$22.00/HR

**DEADLINE:** May 1<sup>st</sup>, 2024, please send resumes to [eli@freestyleontario.ski](mailto:eli@freestyleontario.ski) Only candidates selected for an interview will be contacted.

**ABOUT US:** Freestyle Ontario and Ontario Snowboard are Not-For-Profit Provincial Sport Organizations recognized by the Government of Ontario.

More about [Freestyle Ontario](#)

More about [Ontario Snowboard](#)

**IDEAL CANDIDATE SKILLS:** An ideal candidate is a highly organized 'self-starter' who has an ability to identify and take the lead on what needs to be done for facility to succeed. Candidates must be able to perform basic manual and administrative labour. Intermediate computer skills and a valid drivers license are required. Experience within Canada's freestyle skiing and/or snowboard system is an asset. Individuals applying for this position should have exceptional customer service, written and verbal communication, & time management skills. Knowledge of facility management and experience in Air/Trampoline Training & Air Bag facilities is considered an asset. The successful candidate will ensure an exceptional experience for all facility guests and support both Freestyle Ontario and Ontario Snowboard alongside the facility.

**OPERATIONS: The Facility Coordinator's responsibilities will include but not be limited to the following:**

- Manage daily opening and closing of the facility.
- Completion of safety checklists and ongoing inspection of the facility.
- Manage all bookings for the facility including pre- arrival communications.
- Ensure onsite registration and check in of all guest athletes and coaches.
- Provide exceptional customer service to all facility guests.
- Promote the facility to existing and potential customers.
- Staff scheduling and onsite management to ensure optimal operation of the facility.
- Assist with Social Media content as required.
- Ensure the facility is operational and meets the needs of the facility guests.
- Perform facility maintenance and landscaping. When appropriate, the coordinator will work with volunteers and/or Horseshoe Resort staff to perform larger maintenance jobs.
- Ensure facility is kept clean, and visually presentable.
- Work with coaches to maintain site safety.
- Manual labour as needed.
- Assist in facility transportation as needed.
- Maintain a healthy working relationship with the facility's landlord, Horseshoe Resort.

**FREESTYLE ONTARIO** – PO BOX 40081 Dupont PO, Toronto, ON M5R 0A2 [eli@freestyleontario.ski](mailto:eli@freestyleontario.ski)

**ONTARIO SNOWBOARD** – 4-115 First St, unit 203 Collingwood ON L9Y 4W3 [janetrichter@ontariosnowboard.ca](mailto:janetrichter@ontariosnowboard.ca)