



Job Description

Fort Kent Outdoor Center

FKOC have an immediate opening for a Venue Manager / Nordic Skiing Coach. This position will require 40 hrs/week and will require flexible hours including some nights and weekends.

Essential Functions

Working together with the FKOC Board of Directors and local volunteers, the Venue Manager will establish a consistent presence at FKOC welcoming and assisting users and in the community promoting the activities available.

Duties to include the following

- Ensure FKOC's insurance and safety protocols are implemented
- Maintain and increase membership thru community outreach
- Oversee programming
- Coaching Nordic post graduate and youth athletes in the Jalbert program which would include traveling and supporting athletes at competitions off site, directing the Saturday learn to ski program and coordinate elementary school sessions.
- Solicit and coordinate events with partners; MPA, NENSA, USBA, NEMBA etc
- Venue development through new uses of facilities to engage new community members
- Coordinate maintenance and cleaning of facilities indoor and outdoor together with volunteers and contractors
- Coordinate priorities closely with the board of directors
- Marketing events and programs through social media and website

Job Requirements

- Must be reliable
- Must have excellent communication skills with proficient computer skills
- Flexibility is a must as events/programs may dictate work time
- Strong customer service skills and attention to detail
- Must be self-motivated and able to work independently and collaboratively within a team of volunteers
- Must be able to perform light maintenance work around the venue, must be able to lift 50 pounds occasionally and must be able to stand for extended periods of time.

Salary commensurate with experience

Candidates are subject to a background check. Interested applicants may send cover letter and resume to: Fort Kent Outdoor Center, 33 Paradis Circle, POB 541, Fort Kent Maine 04743 or
Email to: Carl Theriault, theriaultcarl@hotmail.com