

## Job Description

### XC SUPERCAMPS MANAGER

#### Goal

To become the premier early-season Nordic skiing destination for adults in North America.

#### Mission

XC Supercamps delivers Nordic ski technique improvement clinics to adults seeking an immersive, supportive environment. The camps kick start the ski season and connect clients with the broader Nordic community by promoting the sport, the culture, and the community.

#### Nature and Scope

The XC Supercamps Manager is a part-time, year-round position with a seasonal concentration of hours following the business demands of XC Supercamps. The XC Supercamps Manager is responsible for coach staffing and training, program design and program execution. The Manager will coach in a supporting role where possible. The Manager will develop resources and programming based on feedback and experience from past XC Supercamps to build an industry-leading business.

#### Reporting

The XC Supercamp Manager reports to the XC Supercamps Management Committee, comprised of Sovereign Lake Nordic Club, General Manager and SilverStar Mountain Resort, Director of Sales Marketing and Events.

#### Duration

July 31, 2025 through April 30, 2026

#### Compensation

The total contract comes to \$14,000 plus described benefits for duties of the XC Supercamps Manager, billed in monthly invoices. The XC Supercamps Manager is responsible for submitting these invoices within 30 days of completion.

#### Duties & Responsibilities

##### PLANNING & PROMOTION

- Develop current camp information, schedules, activities
- Create appropriate programming for each camp based on the goals of XC Supercamps and their target audience in conjunction with the committee.
- Foster partnerships with local facilities, teams, and sports community

## GUEST EXPERIENCE

- Liaise with guests regarding XC Supercamps information and pre-arrival correspondence if outside the duties or scope of the Administrator
- Curate a positive, informative guest experience during XC Supercamps operations

## COACHES & STAFF

- Liaise with the XC Supercamps Management Committee regarding appropriate staffing levels
- Liaise with on-snow coaching staff for availability, contracts, and professional development
- Ensuring appropriate staffing levels (1:6 coach to client ratio where possible)
- Recruit appropriately skilled coaches to optimize XC Supercamps programs
- Liaise accommodation for out-of-town coaches

## XC SUPERCAMPS EXTRAS

- Liaise with food & beverage, transportation, and accommodations to confirm scheduling
- Seek out and schedule speakers, yoga, and other extras that add to the XC Supercamps guest experience
- Liaise with Biathlon coaches and range coordinators

## OTHER


- Liaise with XC Supercamps Management Committee regarding extra activities and partnership opportunities.
- Update and develop pre-camp preparatory packages for guests prior to XC Supercamps with the Administrator

## XC SUPERCAMPS MANAGEMENT COMMITTEE

- Meet with XC Supercamps committee quarterly to ensure appropriate support, progress and programming that optimally supports both Sovereign Lake Nordic Club and SilverStar Mountain Resort.

Send your cover letter and resume to:

- Wendy Shannon, General Manager, Sovereign Lake Nordic Club [gm@sovereignlake.com](mailto:gm@sovereignlake.com)
- and
- Ian Jenkins, Director of Sales Marketing and Events, SilverStar Mountain Resort  
[ijenkins@skisilverstar.com](mailto:ijenkins@skisilverstar.com)

 Deadline: Submit by July 15th, 2025