

Youth Program Coordinator

2025-26 season

The Whitehorse Nordic Centre is seeking a qualified individual who will be responsible for the operation and supervision of the kids and youth programming (4 to 12 years old) for the winter season 25/26.

These programs welcome over 200 children.

MISSIONS

The Program Coordinator will be in charge of organizing the 5 programs and Ski Camp over the Christmas and Spring Break.

- Ensuring the health, safety and well-being of children in the program.
- Planning and early season preparation for the program.
- Recruiting program leaders and helpers.
- Promoting training for new leaders/helpers and attending the training (provided by Cross Country Yukon).
- Coordinating early season training for leaders/helpers (games clinic, ski lesson for leaders and helpers, etc.)
- Supporting group leaders with lesson planning resources and equipment setup.
- Working cooperatively with staff, volunteers, and participants.
- Actively participating in all program sessions, designated meetings, and special events.
- Coordinating rental equipment for program participants.
- Serving as the point person within the groups during activities.
- Maintaining accurate program documentation (lesson plans, group lists, communications to participants, etc.)
- Establishing new program activities and expanding the program within the Whitehorse community.
- Coordinating special activities and end of season events for the program participants.
- Promoting trail etiquette, rules, safety, and teaching participants to remain safe when skiing on their own.
- Completing a season-end report for the program.

REQUIREMENT

- XC ski instructor certification (NCCP and/or CANSI)
- Standard First Aid/CPR (or be willing to acquire it)
- Provide an E-PIC and vulnerable sector check (from the RCMP)
- Experience working with and instructing varying ages and ability levels
- Previous experience working in cross-country skiing instruction and/or program coordination
- Good leadership, communication, organizational, and teamwork skills
- Be physically able to lead ski programs multiple days a week
- Be comfortable outside for 2hr/4hr during winter
- Enthusiasm, sense of humor, patience and self-control

ADVANTAGES

- Free use of the Nordic Centre facilities
- 20% discount on Shop items
- Training and certification available

HOURS

- Mid-August to October 31st, part-time
- November 1st to March 31st, full-time (40 hours/week)



About the Centre

- **+90km of cross-country ski trails**
- **More than 2 000 season pass holders**
- **Ski programs for all levels from all ages and background**
- **Easily accessible by car or city bus**

Wages: \$28 Hourly

SEND YOUR RESUME TO



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