



Job Title: **BASE OPERATIONS TEAM COORDINATOR**

Location: Cypress Mountain Resort
6000 Cypress Bowl Road, West Vancouver, BC V7V 3N9
604-926-5612 www.cypressmountain.com

Department: Base Operations

Status: Full Time/Year Round

Reports To: Base Operations Manager

As an integral part of the Base Operations Team, the Base Operations Team Coordinator is responsible for the day-to-day operations of the department. This includes the recruitment, hiring, onboarding, training and scheduling of the Base Operations Team. This also includes payroll, day to day allocations of roles/responsibilities and the facilitation of the OH&S program within the department. They are a team player who leads by example in the performance of all duties.

DUTIES & RESPONSIBILITIES (include but not limited to the following):

- Development and coordination of the Base Operations Team:
 - Screening resumes
 - Interviewing applicants
 - Hiring/onboarding
 - Training in departmental duties
 - Training in OH&S program/safety practices
 - Scheduling
 - Payroll
 - Ongoing training & daily supervision
- Overseeing the daily set-up, maintenance and take down of the base area
- Overseeing the daily reporting of statistical data to Cypress Base (ie: back country ticket numbers, car lot counts, lift wait times, de-icing times, etc)
- Supporting the Base Operations department in customer services needs/concerns
- Becomes familiar and assists in overseeing the operations of the chairlifts and parking lot procedures – being comfortable in working in both areas
- Help maintain the cleanliness of the Base Area to ensure specified standards are met
- Helps ensure signage and fencing is correct and in place and meets pre-established daily procedures
- Completes ongoing updates to departmental manual and OH&S program as needed
- Flexibility to take on any other projects/work as assigned

Additional Duties:

- Park Facilities Operator (PFO) – assists with PFO duties when needed, primarily summer operations but sometimes in the winter/pre-season/post season wrap up
- Assist in overseeing and training staff on the Waste and Recycling Program

QUALIFICATIONS/COMPETENCIES:

- Excellent time management and organizational skills with the ability to multi-task in a fast-paced environment
- Strong leadership, training and team building skills
- Excellent interpersonal, oral and written communication skills
- Strong analytical and computer skills
- Well organized, punctual, hardworking, self-motivated and outgoing
- Respectful towards others
- Actively engages in meetings and providing updates
- Being physically strong and having the ability to shovel snow, lift up to 50lbs
- Work outside in all weather conditions
- Ability to work independently and as part of a team
- Familiarity with Ceridian Dayforce an asset

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to legally work in Canada
- Driver's license and reliable/insured vehicle (with good winter tires), required to get to/from work
- Valid Class 5 Driver's License to operate company vehicles
- TCP certification as asset
- Any applicable safety training is an asset (i.e. WHMIS, Fall protection, first aid)

WAGE/BENEFITS:

- Wage: competitive compensation package
- Bonus program
- Benefits package
- Skiing/riding benefits
- Free Lessons
- Discounts in Cypress Creek Grill
- FUN work atmosphere in unique environment!

TO APPLY:

Please visit www.cypressmountain.com/employment to apply online

We thank all applicants but only those selected for an interview will be contacted.

This job description is not intended to be all-inclusive. You may be asked to perform other related duties as negotiated to meet the ongoing and dynamic needs of the organization.