

Snowsport Rentals and Summer Programs

Assistant Manager

Mt Seymour

Job ID
39276

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LOCATION	DATE POSTED	EXPIRY DATE	
1700 Mt Seymour Road, North Vancouver, BC British Columbia	03-03-2026	30-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 29.00	2 years to less than 3 years	College/CEGEP

Job Details

Mt. Seymour located at 1700 Mt Seymour Road, North Vancouver, BC V7G 1L3, is currently recruiting a Snowsport Rentals and Summer Programs Assistant Manager to join our operations team. This supervisor role is responsible for forward planning, set up, operation, reporting, and seasonal ramp down of the Snowsports Rentals & Retail Department in fall and winter, and the summer camps and programs in spring and summer.

This is a full-time, year-round position. The salary offered is \$29.00 per hour (\$60,320 per annum), working 40 hours per week with a variety of shifts including evenings, weekends, and holidays.

We offer a shared employee benefit package that includes extended health, dental, life insurance, and long-term disability coverage commencing after three months of employment. RRSP plan membership begins after 12 months of employment at a 2% match level. We also offer complimentary family season passes and shuttle bus passes, a range of industry discounts and perks.

Our ideal candidates will have at least two years of previous supervisory experience in a high-volume recreational setting, knowledge in the ski and snowboard industry and experience operating camps and programs for children and youth.

Duties and Responsibilities

- To uphold Mt Seymour’s mandate to “excite and engage everyone in mountain recreation by providing fun, safe and enriching experiences”.
- To uphold and promote Mt Seymour’s Core Values: Safety, Fun, Integrity, Accessibility and Environmental Stewardship.
- Compliance with all Mt Seymour policies and procedures.
- Sign and uphold Mt Seymour’s Confidentiality Agreement
- Support overall program management, including day-to-day operations and issue resolution.
- Support the Manager on seasonal planning: pre-season set-up, in-season execution, and post-season ramp-down.
- Coordinate, assign, and review staff work; lead, coach, and supervise employees, practicum students, and volunteers.
- Manage operational administration including scheduling and payroll support.
- Assist with recruitment, hiring, onboarding, and training; deliver pre-season and ongoing training and maintain training manuals/materials.

- Support budgeting, planning, marketing and communications.
- Monitor and improve set-up, functionality, and guest/client experience; drive continuous improvement and efficiency.
- Maintain inventory and equipment controls, including tracking losses, updates, and purchasing as needed.
- Ensure equipment is maintained and service-ready; coordinate with other departments and maintain daily communication with supervisors.
- Support employee management, including evaluations, pay review input, corrective coaching, and discipline as required.
- Promote and implement safe work practices in coordination with the Safety Manager; complete post-incident testing and maintain records.

Requirements and Qualifications

- Post secondary education in a related field
- Previous supervisory experience of at least two years in a high-volume recreational setting
- Experience operating camps and programs for children and youth
- Experience recruiting, training, and managing a seasonal workforce
- Technical knowledge of the ski and snowboard industry
- Excellent time management and strong administrative skills
- Excellent written and verbal communication skills
- Strong guest service skills, particularly with recreational programs and children/youth
- Accuracy and attention to detail
- Advanced proficiency in MS Word and Excel
- Occupational first aid qualification and experience providing first aid
- Valid driver's license
- Ability to work a variety of shifts, including evenings, weekends, and holidays

To apply please submit a resume and cover letter to recruitment@mtseymour.ca indicating the position you are applying for or complete the online application form.