



## **AVSC Position Description**

**Position Title:** Nordic Program Director

Full-time, year-round-Exempt

**Reports To:** Executive Director

**Compensation & Benefits:**

\$80-\$85,000, depending on experience

Health Care (70%)

Up to 5% matching funds towards 401K (retirement account) after a year.

Paid time off

Affordable housing available

**Job Objective:**

The AVSC Nordic program is crucial to the Club's outstanding recreational and competitive disciplines. It links with the rich Nordic tradition in the Roaring Fork Valley and helps distinguish AVSC as a leading choice for training in all mountain-based winter disciplines. The AVSC Nordic program has established a legacy of athletic and academic excellence. The Nordic Program Director coordinates all aspects of the competitive Nordic program: risk management, training philosophy and its implementation, representation with USSA and Rocky Mountain Nordic, hiring of coaches, access to training venues, coordination of hosted events, parent involvement, and budget to ensure:

- The emphasis of AVSC core values
- The realization of the full potential of Nordic athletes
- The ongoing health of the Nordic program

The Nordic Program Director must exhibit the superior organizational, communication, and coaching skills necessary to oversee the development of over 300 athletes at all levels –

from beginners to advanced athletes competing at Junior Nationals and International competitions.

**Scope:**

The Nordic Program Director works under the general supervision of the Executive Director. Then frequently interacts with the AVSC Board Program Committee, USSA and RMN, Aspen, down-valley school officials, parents, volunteers, and supporters. The Nordic Program Director is responsible for a budget of nearly \$300,000.

**Duties and Responsibilities:**

- Ensure coaches understand, embrace and effectively convey AVSC values
- Clarify goals and philosophy for all programs to ensure a clear path for athletic advancement and consistency of progression from Bill Kock Youth Ski League (BKYSL) through Comp Team
- Ensure AVSC athletes are represented at the highest levels of competition
- Thoroughly document delivery of the program on an annual basis
- Ensure end-of-season evaluations of athletes and programs
- Coordinate and oversee down-valley programs
- Develop information for the Program Guide
- Ensure recruitment of BKYSL participants
- Address all Code of Conduct issues
- Ensure programs are FUN
- Coordinate hiring and evaluation of all staff
- Ensure training of staff in all aspects of risk management on the trails and the vehicles
- Provide a clear professional development path for all staff, focusing on technical and soft skills.
- Track and learn from safety incident data each year
- Annually document training of all coaches
- Host outstanding competitions
- Maintain close working relationships with decision-makers at RMN and USSA
- Maintain close working relationships with Program Directors at other clubs
- Professionally deal with all parent contacts

- Ensure meaningful stories and results are conveyed to Marketing & Development Manager consistently and on time.
- Work with the Executive Director to establish program pricing and annual budget.
- Process all-athlete billing and staff reimbursements on a regular and timely basis
- Ensure enrollment and retention goals are met
- Coordinate volunteer support for Bonfire Dinner
- Implement changes as needed to achieve financial goals

### **Other**

- Assist Executive Director in fundraising for AVSC
- Assist with and participate in Club-wide functions
- Special projects as assigned

### **Physical Requirements and Expectations:**

- Must be able to lift and carry objects 50-75 pounds
- Must be able and willing to work in inclement weather
- Reasonable accommodations may enable individuals with disabilities to perform essential functions
- Coaches must have L100 to ski on mountain terrain or advanced downhill terrain, and should not hit any jumps while skiing on mountain terrain
- Coaches will not hit jumps if skiing on metal edge skis