



AVSC Nordic Position Description

September, 2025

Position Title: Nordic Bill Koch Manager and Race Team Assistant

Reports To: Nordic Director

Compensation:

- \$48,500-\$52,500, depending on experience
- Health Care (70%)
- Up to 5% matching funds towards 401K (retirement account) after one year during key semi-annual enrollment periods
- Paid time off
- Affordable housing may be available

Job Objective:

AVSC Nordic Program seeks a full-time Nordic Bill Koch Manager and Race Team Assistant Coach to join our dynamic team. This person will report to the Nordic Program Director and work closely with the AVSC Nordic community and Race Team Head Coach. Our mission is to provide all youth in the greater Roaring Fork Valley the opportunity to excel as athletes and as people through winter sports. AVSC is the oldest and largest youth non-profit in the valley, and we have been teaching children and teens winter sports for nearly 90 years.

Scope:

As a Bill Koch Director and Race Team Assistant Coach you will be responsible for managing the Bill Koch and Pre-devo programs and supporting the Head Race Team coach with daily Race Team training. You will also assist in hosting top-quality events, traveling to RMN, select regional and National races. The ideal candidate must be able to speak from the heart and the head when articulating AVSC's mission and priorities. This position is expected to work some nights, weekends, and holidays.

Specific Duties and Responsibilities:

- Organize and coordinate Bill Koch League activities, including scheduled practices and weekend events emphasizing skill development, safety, fair play, sportsmanship, and FUN
- Ensure equal participation time for all athletes regardless of ability.
- Be able and prepared to fix minor equipment issues at practice.

- Record and track attendance (athletes and coaches) on OneDrive.
- Record and track athlete progress (BKL Poster, Share Winter)
- Implement a program designed using BKL poster and handbook.
- Lead set-up and teardown of BKL and Nordic Fun Park equipment.
- Coordinate recruitment of athletes to BKL programs.
- Assist Nordic Program Director with incident statistics for BKL programs.
- Provide Nordic Director with BKL staff payroll timesheets.
- Ensure BKL news and results are promptly submitted to the Communications Director for publication.
- Attend back to school nights and other appropriate community events to recruit and educate the public about BKL opportunities.
- Recruit and manage Bill Koch coaches
- Attend Nordic Equipment Night and guide BKL athletes and parents.
- Attend all staff training exercises and orientation opportunities.
- Continued professional development – coaches certification, first aid training concussion certification, child protection training, Safesport, etc.
- Provide BKYSL staff training and onboarding.
- Create a positive work environment for staff to grow and improve.
- Serve as a liaison to local organizations to help support the goal of outreach to underserved populations in the Roaring Fork valley
- Demonstrated ability to teach athletes with a wide range of ability levels
- Must be enthusiastic and inspire athletes to improve skills and set goals
- Must have excellent communication skills and clearly define and describe technique goals and workouts tasks to a group of athletes and staff.
- Must be dedicated to professional development and keep up with current techniques and wax trends
- Must have or be willing to obtain USSA L100 Coaching Certification before the racing season
- Encourage participation throughout the Roaring Fork Valley by participating in recruiting efforts and discussing fees and scholarship opportunities with parents
- Communicate practice and travel information with parents promptly through Campminder
- Attend all staff training exercises and orientation opportunities
- Ensure all equipment and assets (radios, tools, cameras, gear, etc.) are in good condition and returned to the AVSC clubhouse at the end of each season
- Attend Nordic equipment night and guide athletes and parents

Skills:

- Background screened and cleared for interaction with youth
- US Ski and Snowboard Coaches License
- Full endorsement of AVSC Core Values – Commitment, Teamwork, and Integrity

- Competence with basic computer applications, including MS Office, Google Calendars, Outlook, and website applications
- General understanding of competitive ski racing logistics
- Communication skills – written and oral – personable and well-spoken
- Enthusiastic, conscientious, and respectful
- Strong organizational skills with the ability to prioritize tasks and meet deadlines

Physical Requirements:

- 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

Application deadline: September 24th, 2025

Expected start date: October 1st, 2025 or as soon as possible

Please submit your resume and cover letter to shamilton@teamavsc.org.