



ALBERTA ALPINE

# PROVINCIAL PROGRAM DIRECTOR

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**Title:** Provincial Program Director  
**Organization:** Alberta Alpine Ski Association  
**Location:** Canmore, Alberta, Canada  
**Immediate Supervisor:** President

### POSITION OBJECTIVE

The ideal candidate for this position will be the champion of inter-provincial collaboration, as well as project and program development and implementation. This individual will work closely with stakeholders from AASA member clubs in both the North and South Zones, the AASA Performance Advisory Committee, AASA Athletic Committee, and AASA staff to create and support the implementation of the overall athletic direction for alpine and ski cross racing in Alberta.

This position is ideally suited to a positive, creative, passionate, and experienced individual who can work well with stakeholders within Alberta, and with representatives from other PTSOs (Provincial-Territorial Sport Organizations), to ensure AASA programs are delivering supportive alpine and ski cross athlete pathways, coach development opportunities, and inter-provincial inclusion.

### QUALIFICATIONS

- A minimum of 5 years of experience working in a leadership role in alpine ski racing.
- Exceptional communication skills (both written and verbal) and a proven track record of success in leading a range of athletic programs for ages U8 - U16
- Preferably experience at the high-performance level, including race and training camp management. Post-secondary education is required; advanced coaching certification is an asset.

### RESPONSIBILITIES AND DUTIES

#### General

The Provincial Program Director (PPD) is responsible for executing and monitoring Alberta Alpine Ski Association's (AASA) vision for the long-term athlete development (LTAD) progression and Race Organizing Committee (ROC) support. While this position reports to the President, it will be additionally responsible to the Alberta Alpine Athletic Committee, which will seek to improve inter-provincial collaboration on athletic direction at all levels for alpine and ski cross programs in Alberta.

The PPD will represent AASA dealings with external funding/support agencies, Alpine Canada Alpin (ACA), Alberta Sport Connection, Winsport, CWSAA etc. Within AASA, the PPD is the lead individual developing working relationships with respective ski clubs and Zone Alpine Committees, Alberta Ski Coaches (ASC) and regional and/or special project committees in order to create an effective athlete and coach development pathway respecting the LTAD principles.

Administratively, the PPD is responsible for the preparation and management of budgets to the President for the operation and expenditures of the athletics programming, coaching, and coach education within approved budget amounts. The PPD will also be responsible for administrative duties as required to support the Alberta Ski Team Head Coach.



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## **SPECIFIC DUTIES**

### **ROC Support and Provincial Development Programs:**

The PPD will oversee the development, implementation, monitoring, and evaluation of alpine and ski cross programs, collaborating extensively with clubs operating in the AASA system, as well as outside sport organizations including other Provincial-Territorial Sport Organizations (PTSOs), ACA, and special projects, including but not limited, to Canada Winter Games, Alberta Winter Games, U16 Nationals, regional event selection, Provincial Series races (all levels) and Legends Club Camps.

Responsibilities include:

- Leading provincial ROC's to greater operational efficiencies through collaboration with industry partners, ACA, ASC and Zone Chairs;
- Setting a 3-year plan to outline provincial race guidelines and formats
- Extensive collaboration with ACA regarding overseeing the implementation of coach education and on-going professional development opportunities for all HP program coaches
- Working with Alberta Alpine administrative staff, committees and ROC's to manage domestic competition and program development that impacts on future high-performance program needs.

### **Provincial Development Initiatives**

Responsibilities include:

- Creating the provincial race calendar through collaboration with the ACA, PSO Partners, ASC, and Zone Chairs.
- When budget permits, accompanying athletes to major championships and interprovincial camps and providing guidance, advice and technical expertise as required to maximize performance;
- Liaising with coaches and technical experts to keep aware of current trends in training, technique, etc. and ensuring that such information is communicated with other coaches in Alberta through regular communication to all club Program Directors and Coaches in Alberta;
- In conjunction with Alberta Alpine administrative staff, managing other athlete support programs offered by external agencies or individual/corporate donors;

### **Provincial Sport Organization (PSO) Representation**

Responsibilities include:

- Representing AASA in meetings, committees, and initiatives set forth by ACA, and/or any other PSO.
- Liaising with coaches and technical experts to keep aware of current trends in training, technique, etc. and ensuring that such information is communicated with other coaches in Alberta through regular communication to all club Program Directors and Coaches in Alberta;
- In conjunction with Alberta Alpine administrative staff, managing other athlete support programs offered by external agencies or individual/corporate donors;

## **Administration**



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Responsibilities include:

- Tracking and reporting Alberta's annual results at interprovincial competitions, with the goal of identifying programming priorities, and communicating a subsequent action plan to club Program Directors and Coaches and Zone Chairs;
- Working with ROC's to ensure best practices, including intra-club volunteer succession planning, is being implemented and communicated;
- Being a lead member of ASC and communicating the action items and priorities to Zone Chairs;
- Providing financial reports as requested by the President;
- Assisting in the development and initiation of activities relating to the Strategic Plan, including the provision of an annual Evaluation Report;
- Working with funding partners to identify and apply for grants and bursaries;
- Grant reporting.

## DEGREES OF SUPERVISION

The PPD will consult regularly with the President in all technical and programming activities. The individual will work closely with all coaches and committees but will be responsible to and evaluated by the President.

## APPLICATION

We are looking to fill this position immediately. Please submit application (resume and cover letter) to:  
[jobs@albertaalpine.ca](mailto:jobs@albertaalpine.ca)

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## ABOUT ALBERTA ALPINE

Alberta Alpine Ski Association (AASA) is the Provincial governing body for Alpine Ski Racing in the Province. It has a critical role in leading, fostering, and encouraging interest and participation in ski racing amongst Albertans of all ages and abilities and promoting excellence in high performance.

Alberta Alpine is the Provincial Sport Organization recognized by Alpine Canada Alpin, Canadian Snowsports Association, Alberta Winter Games, Canada Winter Games, the Government of Alberta. Alberta Alpine is affiliated with the Federation Internationale de Ski (FIS). Alberta Alpine has responsibility for a wide range of activities, including:

- participation in sport
- coaching standards and officials training and development
- development of children, youth and high performance athletes
- local and Provincial competitions and International competitions held in the Province and Alberta athletes competing in a number of International competitions.

**The mission of Alberta Alpine Ski Association is the development and delivery of opportunities for individual growth, enjoyment and excellence in the sport of alpine ski racing and Ski Cross.**

The key stakeholders of Alberta Alpine include the 38 ski clubs, their athletes and members based and operating across the Province, coaches, officials, and the members of the Alberta Ski Team. Strategic Partnerships with other Provincial Sport Organizations, Alpine Canada Alpin, WinterStart World Cup, ski area operators, our sponsors and all others who are key to our mission and realizing our Vision to lead, inspire, and support world leading programs and athletes in Alpine Ski Racing and Ski Cross.