



**Grouse Mountain Tyee Ski Club**  
6400 Nancy Greene Way, North Vancouver, BC V7R 4K9 Canada  
*Great People, Great Racers since 1929 | grousetyee.com*

## Introduction

The Grouse Mountain Tyee Ski Club ("Tyee") is currently looking for a new **Program Director**.

We are one of Canada's largest ski clubs with over 250 athletes from U8 to U21, and up to 50 staff during the winter. We pride ourselves on our amazing club culture, built on a strong tradition of volunteerism and parent involvement, a very active, supportive board, a good partnership with our home mountain, and a rich history of race organization from NGSL to FIS.

Our motto is *Great People, Great Racers*, and we strive to live by it every day, developing not just athletes, but also coaches and even Program Directors, so that they can grow and become ready for whatever comes next for them.

## Responsibilities

The successful candidate will be responsible for the following:

- Team management
  - Work with our Head Coaches to define each program's Yearly Training Plan and ensure successful delivery of the programs year-round, both on and off snow, dryland and skiing
  - Manage monthly one-on-one reporting from each Head Coach
  - Manage and lead weekly Head Coach group meetings
  - Define program and personal goals with each Head Coach. Manage yearly Head Coach performance reviews
  - Ensure all programs are sufficiently staffed. Hire coaches locally, nationally or internationally as required
  - Ensure coaches are trained and licensed. Promote a culture of growth and development. Initiate / organize professional development opportunities for our coaches
  - Organize staff social activities and social events. Promote a safe, healthy, inclusive, positive, fun and rewarding work environment
  - Be the staff's trusted advocate to the Board
  - Set pay rates, salaries and provide payroll support
  - Manage HR-related responsibilities such as building contracts, WCB, staff feedback/complaints
- Technical leadership
  - Maintain and clearly communicate to our coaches, athletes and members a clear, coherent, well-defined Technical model across all age groups, in accordance with Alpine Canada's LTAD
  - Ensure that a high-performance pathway is available to our best athletes, and that our programs are enriching and rewarding for *all* our athletes
  - Organize pre-season coach training and orientation sessions, which include coach risk management and educational credits to support their licensings
  - Organize and deliver regular internal professional development sessions throughout the season



- Be a presence on the hill and at dryland. Assist with the delivery of programs from U8 to FIS. Inspire athletes, coaches and parents
- Ensure the on-hill safety of training environments and act as an advisor for all club races and events
- Mountain relations
  - Work closely with our partner, Grouse Mountain Resort (GMR)
  - Manage hill space and grooming requests
  - Be a trusted advocate for the club. Foster a positive, respectful, mutually-beneficial relationship with our home mountain
  - Prepare bi-yearly reports and meetings with GMR leadership
- Membership relations
  - Solicit input from club members via bi-yearly surveys
  - Report club activities to our members on a regular basis via emails, meetings, etc
  - Be an educator to our diverse membership. Inspire!
  - Organize and deliver spring and fall orientation sessions
  - Answer questions and concerns from members in a prompt, constructive, professional manner
  - Participate in new member selection
- Board relations
  - Report activities to the Board of Directors on a monthly basis. Provide written report, and participate in Board meetings
  - Sit on various committees as needed
  - Work directly with the Alpine Chair to define the club's yearly budget, including staff salary levels and all equipment purchases
  - Maintain tracking and control of spending against the defined yearly budget
  - Review and approve trip budgets. Supervise the organization of spring and summer camps
  - Keep track of equipment and equipment needs
- Outside relations
  - Maintain on-going relationships with BC Alpine and Alpine Canada
  - Maintain on-going relationships with other Coast Zone and BC clubs
  - Participate in the annual Coast zone meeting to help set the calendar of events
  - Maintain on-going relationship with VASS (Vancouver Adaptive Snow Sports)
  - Be an ambassador for the club and the sport of Alpine Ski Racing

### Qualifications and qualities

The successful candidate will possess the following attributes and qualifications:

- Positive, enthusiastic, resourceful, hard-working. Leads by example, inspires and motivates others
- Ambitious. Has high expectations of themselves, their staff and the club
- A motivated self-starter who can operate independently, take initiative, while staying on track and organized per a clear pre-defined plan
- Easy to work with, a good listener and communicator able to adapt to a variety of audiences
- Humble. Willing to learn and grow. Knows when to ask for help



- Technology savvy. Experience working with Google Drive is an asset
- Experience operating within a \$500k+ budget is an asset
- ACA Entry-level Advanced Certified, Development-level Certified or Performance-level Certified are assets
- ACA Entry-level course facilitator and/or EL evaluator are assets
- Previous experience as a Program Director is an asset
- High-level coaching experience is a strong asset
- High-level ski racing experience is a strong asset
- University education is an asset

### What we offer

The successful candidate can expect the following from Tyee:

- A competitive compensation package, including extended benefits
- A well-defined set of processes and best practices
- A supportive environment in which to grow

We understand that this is a unique position in the ski racing world due to the size of our club, and we recognize that most candidates may feel that they have gaps in their skills and experiences. We are ok with this, and willing to support the right person as needed to ensure their success, and the success of our programs!

### How to apply

To apply, please send your resume and cover letter to our Alpine Chair Mathieu Bouvier at [alpine@grousetyee.com](mailto:alpine@grousetyee.com).