



Creating tomorrow's champions today!

Mount Hotham Racing Squad  
PO Box 136, Flemington, Victoria, 3031  
URL: { HYPERLINK "http://www.mhrs.org.au" }  
Phone: 03 5759 3538

## POSITION DESCRIPTION

**Position:** Program Director  
Head ENTRY LEVEL Coach

**Reports to:** Executive Committee

**Direct Reports:** Office Manager  
Entry Level Coaches  
Head School Holiday Coach

### Work Hours:

The *Program Director* shall be available on a full time basis for the duration of the agreed contract period.

On Snow – 50%

Off Snow – 50%

The negotiated '*Employment Agreement*' specifies dates of employment and remuneration.

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## ACCOUNTABILITY

The Program Director shall be;

- The 'figure-head' of our club
- Responsible for the management of the following facets of the MHRS club and programs;
  - Preparation of a detailed budget and monitoring of all expenditure
  - Interacting with the MHSC (Ski Director) to establish and manage weekly staff needs
  - Establish 'deals/discounts' from equipment providers for members and athletes
  - Sign off on the detailed program and operational plans as prepared by the Operations Manager
- Delivery and management of all facets of the ENTRY LEVEL programs
- Management of the SCHOOL HOLIDAY program

### Duties | Pre-Season **SPECIFIC** | February to June

- Prepare detailed operations and program plans; MUST be complete by FEBRUARY 2015
- Finalise staffing requirements based on expected program numbers
- Contact all past club members (pre-season) to gauge program needs and likely participation
- Ensure all athlete handbooks (including Code of Conduct) are completed and printed by MAY 2015
- Consult with Operations Manager in the planning, design and delivery of all on snow training
- Sign off on the detailed program and operational plans as prepared by the Operations Manager.

### Duties | On Snow program **SPECIFIC** | June to September

- Liaison with MHSC for all staffing requirements
- Supervise (ENTRY LEVEL) ski preparation sessions
- Oversee the planning, design and delivery of all (ENTRY LEVEL) on snow training programs



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- Organize and conduct (ENTRY LEVEL) athlete and parent meetings as required
- Manage scheduling, training arrangements for the (ENTRY LEVEL) programs
- Manage hill space requirements for the (ENTRY LEVEL) program at Hotham
- Attend any and all relevant meetings

#### **Duties | GENERAL**

- Adhere to the 'MHRs Coaching Code of Ethics'
- Manage injury situations and 'return to activity' for all ENTRY LEVEL athletes
- Assist with the selection and acquisition of equipment for ENTRY LEVEL athletes
- Promote a love and passion for the sport of alpine skiing and ski racing
- Ensure that MHRs athletes are represented fairly in all coaches meetings
- Promote the values of 'Fair Play' and provide equal treatment to all athletes
- Create a 'Safe, Challenging, Productive and Fun' environment for all athletes
- Be knowledgeable about local, national and international (competition) for alpine athletes
- Assist with the administering of the 'Athlete Code of Conduct'

#### **LEADERSHIP**

- Conduct monthly planning and de brief sessions for the ENTRY LEVEL and HOLIDAY Program coaching teams
- Communicate all relevant information to coaching staff in a timely and professional manner

#### **COMMUNICATION**

- Maintain consistent communication with ENTRY LEVEL athletes and parents
- Ensure the Head School Holiday Coach maintains consistent communication with the SCHOOL HOLIDAY program athletes and parents.
- Maintain consistent communication with key individuals, groups and businesses including;
  - Equipment and supplier representatives
  - Club and National program coaches

#### **ADMINISTRATION AND REPORTING**

- Maintain coaching journal
- Manage personal expenses relevant to (reimbursable) program costs
- Attend any and all relevant meetings
- Monitor preparation of written year end (ENTRY LEVEL) athlete reports
- Maintain up to date video logs for all (ENTRY LEVEL) athletes
- Prepare written program reports as required and requested
- Provide end of season written program report to the MHRs Committee

#### **EQUIPMENT**

- Ensure proper handling and storage of all club equipment including but not limited to drills, gates, gate keys, radios and video equipment
- Manage the selection and acquisition of necessary hard goods
- Assist with the repair of existing club equipment where possible

#### **PROFESSIONAL DEVELOPMENT**

- Attend professional development sessions as required