



Sunshine Speedsters & Sunshine Alpine Racers



Program Director Position May 2023

SUNSHINE SKI CLUB IS SEEKING A PROGRAM DIRECTOR

Sunshine ski club has a long history of producing high performing athletes, by creating a safe, fun and dynamic program. The Sunshine Program is a race focused club with morning race specific training utilizing lane spaces appropriate for each level, followed by coached free skiing which includes all mountain skiing. The Sunshine Program has enjoyed years of success by developing well-rounded athletes able to ski in any snow conditions as well as developing an environment where our athletes can find a pure love of skiing.

We are seeking a candidate who will share the same passion for skiing, ski racing, and sportsmanship as we continue developing and growing our world class ski club. The position is a year-round contract with responsibilities escalating over the “on snow season”.

The Sunshine Ski Club can offer competitive wages and has an engaged and passionate board and ski community in the heart of the Bow Valley.

POSITION SUMMARY

The role of the Program Director is to lead, mentor, support, manage, and administer the alpine ski racing program for the Speedsters Ski Club (U6-U12) and SARS Program (U14, U16 and FIS). This includes, but is not limited to: strategic planning, program coordination, recruitment and training of staff, recruitment and retention of athletes, communication, administration, equipment and coaching responsibilities.

COACHING RESPONSIBILITIES

- Safety of athletes and staff including emergency response plan
- Demonstrate a high level of professionalism towards athletes and staff
- Provide dryland training and summer programs (including all bookings)
- Participate in on hill training both at COP and SSV for regular club training, as well be on hill at all other training venues working alongside the coaching team
- Travel to races in each age group when possible

- Provide goal setting opportunities for both athletes and staff
- Engages with all levels of athletes and coaches throughout the year to provide leadership, mentoring and support, ensuring alignment and execution of the club and program philosophy
- Ensure regular video training sessions are being completed at all levels
- Knowledge of timing systems
- Oversees and reviews head coach development of on-snow training programs for athletes/age groups
- Follow athlete progression and results (focus on improvement and development in addition to race results) and show an ability to hold staff responsible for development. (Update Alpine Chair and BOD Monthly)
- Ensure equal opportunity for all athletes, providing a cohesive, fair, fun training environment.

STAFFING RESPONSIBILITIES

- Recruit all age category head coaches and oversee and assist head coaches in recruitment of coaching staff
- Working with the Alpine Chair, determine all Coach salaries and pay rates for hourly coaches and ensure all have executed employment contracts prior to the start of any training or racing activities
- Direct oversight and supervision of coaching staff
- Ensure all coaches have their CSC membership in good standing (dues paid) and licensed status for each season
- Establish and publish specific coaching staff performance objectives based upon defined outcomes
- Complete reviews on a mid-year and end of year basis to ensure objectives are being met by coaching staff, including recommended corrective actions if required. (Present to the board)
- Develop and execute professional development plan for coaching staff, including managing professional certification, training plans and succession of the coaching staff.

PROGRAM COORDINATION RESPONSIBILITIES

- Attend monthly Board meetings (in-person or by conference) and provide a Program Director update at each meeting

- Provide a draft budget to the Board on a yearly basis, at the beginning of each ski season, provides interim updates on the budget throughout the year working with the Treasurer and the Board
- Determine and communicate the team training philosophy and goals for the season
- Support and manage all age group coaches to ensure a consistent theme and skills progression throughout the year
- Interact directly with Sunshine Village management on all aspects of the program related to on-snow training, continue to build a strong relationship (training lane space, hosting races)
- Interact with Alberta Alpine on a regular and routine basis, including scheduling of yearly races, on dates which are mutually agreed with Sunshine Village
- Coordinate with other ski racing programs in the Bow Valley and beyond as required
- Draft and distribute weekly communications to the team
- Interact directly and in a timely manner with athlete families in all aspects of ski racing, including athlete development, equipment and parental support requirements
- Utilize parent volunteers as appropriate (ex.U14/U16 parent coordinators, room bookings etc)
- Coordinate with local and national retailers and suppliers for discounted equipment programs available to the team
- Assist Chief of Race with race duties for club hosted races
- Ensure head coach communications of on-snow training program to athletes/parents
- Ensure SSC attendance at required Alberta Alpine board and council meetings throughout the year
- Schedule and plan training camps to include, but not limited to, summer camps, early season training, development camps, speed camps etc.
- Communicate regularly with club President and/or Executive Committee (Alpine Chair, Treasurer, President) outside of board meetings
- Manage staff injury situations and oversee head coach management of athlete injury situations in accordance with Alberta Alpine guidelines. **Communicates staff injuries as appropriate with BOD**
- Other duties as assigned by the Board of Directors.

GENERAL RESPONSIBILITIES & REQUIREMENTS

- Must have strong communication skills both orally and in writing
- Must have strong organizational skills (Budgets and Planning)
- Responsible for regular and sustained communication with athletes, parents, board of directors, coaching staff, Sunshine Village Resort Management & Alberta Alpine and Club Sponsors
- Must utilize electronic forms of communication to include email, web-based messaging as well as grow the Sunshine Teams social media presence
- During the training season, provide weekly updates to training/race schedules either directly or through head coaches
- Must maintain at a minimum CSC level 2 Designation and working towards Level 3 if not yet achieved
- Must have a minimum of 7 years coaching experience
- Participate in all club events including, but not limited to; board meetings, club races, awards banquets, and other club activities
- Lead and coordinate with head coaches on the issuance of annual club awards
- Commit to abide by and contribute to the development of Speedsters and Sunshine Ski Club, Alberta Alpine and all governing bodies policies and procedures (e.g. Discipline, Concussion, Safe Sport).

STRATEGIC PLANNING RESPONSIBILITIES

- Develop and promote program-wide training philosophy in furtherance of strategic objectives determined by the Board of Directors (BOD)
- Participate in processes with BOD to review, revise and propose new Speedsters and SARS strategic plans and philosophy

ADMINISTRATIVE RESPONSIBILITIES

- Supervision of payroll processes in collaboration with the Sunshine Speedsters and SARS Treasurer(s)
- Monitor personnel and equipment expenditures
- Submit expenditures in a timely manner, within the fiscal year. (June-May)
- Collaborate with respective board members to ensure staff employment paperwork, coaching licenses and other documentation is completed

- Ensure athletes have access/are registered for all appropriate/relevant races.

EQUIPMENT RESPONSIBILITIES

- Periodically inspect on-hill race equipment to determine serviceability such as gates, drills, drill bits, start and finish equipment and make recommendations for new purchases and replacement
- Ensure each age category group has all the equipment needed for efficient and successful completion of their training plans.

Interested applicants should submit their resumes to:

Ty McDonald

President

Sunshine Speedsters Ski Club

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