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Subject: NASA Program Director Position

The Nakiska Alpine Ski Association (“NASA”) is seeking a Program Director (“PD”).

The Nakiska Alpine Ski Association is a non-profit organization that was founded in the summer of 2009, bringing together four Nakiska based ski racing clubs who agreed to re-organize their programs to work collaboratively as a goal to build Canada's best alpine ski racing development system. We are proudly the home club of the Nakiska Ski Resort in Kananaskis, Alberta.

Currently including 6 member clubs, the NASA organization includes some of the oldest member clubs in the Province, including the Skimeisters Alpine Racing Club (SARC), being incorporated in 1967. NASA delivers programming to over 300 athletes and employs over 40 coaching staff from U6 to FIS in both alpine racing and ski cross while hosting over 5 races per season from the Nancy Greene to NORAM levels in all alpine disciplines.

NASA’s goals are twofold:

1. To introduce as many athletes as possible to the sport of alpine ski racing and to develop a long-term love of the sport.
2. To create the best alpine development system in Canada, ultimately delivering world-class athletes to Alberta’s Provincial Ski Teams and to Canada’s National Ski Teams.

NASA is seeking a Program Director to guide our organization while building on our rich history and continuing to achieve our goals of ski racing excellence.

Position Summary:

The Program Director has the overall responsibility for NASA’s on and off-snow

management, leadership, and strategic development. Reporting to the NASA Board of Directors, the PD role is a full-time, year round position that includes, but is not limited to, strategic planning, program development, recruitment, training, mentorship, administration, and coaching for all levels of athletes, coaches, and staff. NASA offers a competitive wage and benefit package based on candidate qualification and experience.

Interested candidates are encouraged to apply with their resume and cover letters at HR@skinasa.org . We thank all candidates for their consideration, but only successful applicants will be contacted. A detailed, but not exhaustive, job description is included for reference and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Jalbert", with a stylized flourish at the end.

Daniel Jalbert, P.eng, MBA
President
Nakiska Alpine Ski Association
Encl.

Program Director

Reporting directly to the NASA Board of Directors (the “BOD”), the Program Director (the “PD”) will be accountable for the planning, design, and delivery of the on and off snow athletic components of all programs as offered by NASA.

This is a full-time, year-round role working 5 days a week out of a home office. The work days and hours are flexible, and the ability to attend meetings and other NASA commitments during evenings and weekends both in Calgary and at the Nakiska Alpine Ski Resort (“NAK”) is required. It is expected that the PD work functions will be carried out at NAK, NASA’s home resort, while travel to other areas where NASA athletes are training and competing will be required regularly during the racing season.

Responsibilities – Leadership and Management

- Ensure adherence to and fulfillment of NASA’s mandate, vision, and mission.
- Develop NASA’s strategic direction for approval by the BOD and follow through with implementation, measurement of progress and reporting on strategic initiatives.
- Actively engage with partnering organizations, contracting staff, and volunteers.
- Maintain, and support a strong BOD: serve as ex-officio on each committee related to athletic programing, attend, and actively participate in monthly NASA board meetings.
- Monitor regional, provincial, and national trends to promote implementation of evidence-based best practice in the Alpine industry.
- Draft policies for the approval of the Board related to ski programing and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the BOD as appropriate.
- Position NASA for success by creating and maintaining a positive profile for NASA within the Alpine community; develop and maintain strong working relationships and collaboration with stakeholders and partners.
- Represent NASA and champion and advocate for all aspects of the organization;
- Publicly represent NASA in speaking engagements, presentations, and media interviews.
- Directly oversee the NASA Executive Administrator (“EA”) in providing support to NASA

Responsibilities – Programs

Dryland

- Manage the planning and delivery of all NASA dryland programs and work with the Head Coach(es) (“HC”) in reinforcing an integrated dryland philosophy.
- Work closely with Strength and Conditioning providers in the overall alignment of dryland programming through all age categories.
- Support **HC** in the delivery of dryland programming to specific program groups as needed.
- Support EA in arranging 3rd party facility bookings including Facility Use Agreements (“**FUA**”), Insurance documents, and invoicing.

On-Snow

- Oversee the planning, design, and delivery of all on snow training & competition programs.
- Work closely with HC’s on delivery of content for all age categories.
- Ensure HC’s are following the Alpine Canada Alpin (“ACA”) Long Term Athlete Development (“LTAD”) model in their daily programming/coaching.
- Manage the alignment of the on-snow athletic development system U6-FIS.
- Design, implement and oversee the use of on hill safety measures.
- Support the HC’s in the training of the coaching staff.
- Support the HC’s in the delivery of the program material as required.

- Support EA in arranging 3rd party facility bookings including FUA's, Insurance documents, and invoicing.
- Manage hill space requirements for all Professional Level ("PL"), Development Level ("DL") and Entry Level ("EL") programs.
- Take a leadership role on Race Organizing Committees ("ROC") for PL and DL Provincial level events as needed.
- Assist ROC's in the organization of events.
- Manage and report on code of conduct infractions for both staff and athletes.
- Report any issues of code of conduct to member clubs and NASA BOD.
- Assess and support the management, documentation, and follow-up of code of conduct infractions.

Responsibilities - Professional development:

- Attend professional development courses and seminars to upgrade and update personal skills.
- Maintain professional credentials and hold licensed status with ACA Ski Coaches and Canadian Ski Instructors Alliance.
- Maintain ACA Coaches Evaluator status.
- Remain current about appropriate local, national, and international rules and regulations that govern alpine ski racing.

Responsibilities – Coaching Staff

- Design & implement overall coaching structure for all NASA programs.
- Develop and/or maintain current job descriptions and scope of work for all NASA coaches.
- Hire and manage all Head Coaches (HC) at Performance, Development and Entry Levels
- In consultation with HC, provide support in hiring supporting coaches/managers.
- Conduct regular HC team meetings.
- Facilitate and attend program specific coaches' meetings hosted by HC's as required.
- Educate HC and coaching staff on NASA policies, procedures, and program philosophies.
- Provide support to HC, as needed in the on-hill training of coaches.
- Provide professional development opportunities for HC and coaches.
- Conduct in-field evaluations for DL and EL coaches towards their certified status.
- Facilitate pathway for coaches to advance their coaching certifications (see NSO & PSO responsibilities).
- In consultation with HC, evaluate performance of individual program coaches and provide feedback to coaches of same for development and improvement.
- Lead and provide support as required to HC's for incident and code of conduct investigations.

Responsibilities – Associations and Ski Community

- Liaise with ACA Coaches administration in accessing the ACA Coaches national data base to monitor; coaches licensed status, professional development achievements and confirm coaches' credentials.
- Liaise with ACA Coach Education Manager to provide Professional development opportunities for NASA coaches including Evaluator Training and Course Conductor Training for NASA senior coaches.
- Liaise with AB Alpine Entry Level Coordinator in organizing certification courses for NASA coaches.
- Liaise with AB Alpine & ACA management and represent NASA relating to athletics and programming
- Work closely with Nakiska ski area management in coordinating training space and NASA hosted competition venues.
- Maintain good working relationships with industry vendors, suppliers and third party service providers.

- Ensure that NASA athletes are represented fairly in all coaches' meetings and selection processes.
- When possible, engage with AB Alpine and other AB Clubs for the various coaching committees, high performance committees or working groups as the opportunity presents.

Responsibilities – Member Services

- Actively work with the EA and NASA Executives in the promotion of club programs.
- Promote membership retention and recruitment at all levels of the club.
- In conjunction with EA, organize and deliver athlete and parent communication and education sessions as required.
- Attend NASA Executive Meetings.
- Attend Member Club Executive meetings as requested.
- Attend NASA and Member Club fundraisers events as needed.

Responsibilities – Budgeting/Administration

- In conjunction with the EA and HC's, lead the planning and development of annual club program budgets, including special projects; dryland, staff, equipment, training, competition and special projects/on-snow camps.
- Work closely with EA in implementing the approved budget.
- Assist HC's as needed in submitting payroll.
- Work with EA, as needed, in reconciling expenses in preparation of budget reporting.

Responsibilities- Equipment & Transportation

- Manage the selection, acquisition, disposition, allocation, scheduling, and maintenance of all club equipment, including NASA Fleet.
- Support EA as required on equipment grant applications.
- Coordinate with the designated volunteer for gate repair and part needs.
- Support the management of the Transportation Safety Officer (TSO) as required with implementing the NASA Vehicle Safety and Maintenance Programs
- Manage and liaise with the TSO in reviewing Safety and Maintenance programs and subsequent AB Transport Safety Audits.
- Support the EA in the management of the acquisition and disposition of NASA vehicles and trailers

Qualifications

- CSCF Mentor qualifications required
- Canadian Ski Instructors' Alliance Level III and Canadian Ski Coaches Federation Development Level certifications minimum
- Proven leadership and problem-solving skills
- Ability to follow through and execution
- Able to effectively manage and resolve conflict
- Excellent personal, presentation and communication skills
- Able to work, react appropriately and adapt to pressure situations
- Decisive; particularly comfortable dealing with ambiguity; conflicting priorities, etc.; not afraid to make the difficult decisions or have tough conversations
- Emotional intelligence; empathy and understanding of different priorities and viewpoints
- High energy and self-motivated with results focus
- Flexibility and independence

NASA ORGANIZATION CHART

