

Methow Valley Nordic Ski Educational Foundation

*We support a vibrant Nordic ski community in the Methow Valley
We strive to engage, challenge, develop and inspire all individuals in the community through exceptional
Nordic ski programs and events*

PO Box 1063, Winthrop, WA 98862

methowvalleynordic.com • info@mvnsef.org • (509) 341-4450 • Tax ID: 91-1948417

Position Description:

Methow Valley Biathlon Program Director

Programs: Methow Valley Biathlon (MVB), Methow Valley Nordic Team, MVNSEF adult programs

Commitment: part-time summer, full-time winter

FLSA Status: Non-exempt

Compensation: \$30-50k annually, including salary and overtime

Reports to: MVNSEF Executive Director, MVNT Program Director

Primary Location(s): MVNSEF office, variable

Summary of Position: The MVB Program Director sets the tone and ensures Methow Valley Biathlon fulfills the mission and vision of MVNSEF. This person will also coach with other branches of the organization to the fulfill MVNSEF's mission and vision. This right candidate for this position:

- Is an enthusiastic leader who connects positively with kids, parents, volunteers, and community members.
- Functions as team manager: supervising coaching staff and overseeing administrative, coaching, and logistical aspects of the program's operation.
- Implements a positive, cohesive, welcoming team culture which promotes personal and group excellence, the development of life skills thru - and lifelong involvement in - biathlon, cross-country skiing and outdoor activities.
- Ensures that the needs of the team are met and provide solutions when they are not.

Duties and Responsibilities:

Program

- Design and implements MVB program and a cooperative training program (in conjunction with the Methow Valley Nordic Team) including program and development philosophies that support healthy youth development through the pursuit of achievement and excellence in biathlon. This includes the creation of developmentally appropriate progressions through the implementation of winter training and competition schedules, camps, and summer/fall dryland training opportunities.
- Supervise the coaching staff on and off snow:
 - Recruit assistant coaches and ensure that all coaches are well-trained and empowered to provide innovative, fun training sessions and help each participant meet personal goals.
 - Outline duties and expectations for all coaches and provide post-season reviews as appropriate.
 - Ensure that coaches are fully inclusive of and provide fair and equitable attention to all participants in their group.
- Lead the team on trips to camps and races, functioning as organizer, driver, coach, and chaperone.
- Oversee biathlon races and events, including camps and Try Biathlon, while supporting races as appropriate.

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- Conduct and record successful completion of Rifle Safety Certifications per USBA guidelines for MVB members and junior parents.
- Conduct Range Safety Officer training for MVB-associated ranges for candidates meeting the requirements outlined in range operating procedures.
- Support fundraising efforts and donor stewardship in cooperation with MVNSEF staff, board, volunteers and parents.

Coaching:

- Coach MVB and MVNT skiers at regular training sessions throughout the year. This includes assisting the MVNT Head Coach and potentially leading another group of racers during the winter.
- Foster a training environment that welcomes and nurtures a broad range of athletes and develops life lessons through sport such as work ethic, discipline, goalsetting, resilience, teamwork, leadership and more.
- Conduct individual goal setting with HS-age competitive athletes (in conjunction with MVNT staff) including an annual meeting with the skier and their parent(s).
- Review athlete training logs on a regular basis and provide feedback and plan adjustments as appropriate.
- Lead athlete-support at races including zeroing, ski service, etc.
- Coach MVNSEF Masters groups as assigned at weekly sessions in the fall and winter and at camps and/or clinics as appropriate

Communication

- Maintain and facilitate consistent and clear communications with coaches, parents, and MVNT staff and board through email, website, and other media. Seek and incorporate input from the same stakeholders as appropriate and beneficial to the program.
- Respond to all job-related email, text and phone correspondence in a timely manner.
- Follow SafeSport protocol for all communications with youth athletes via email, text and phone.
- Send regular (at least weekly in winter) emails to parents and athletes regarding upcoming training sessions, logistics, and useful information.
- Promote MVNSEF programs as fun, welcoming outlets for skiers and their families.
- Promote and represent MVB and the MVNSEF to the broader Methow Valley community, as well as the regional and national biathlon community. This may include providing and/or coordinating stories and photos to local media following events.

Financial

- Work with Executive Director to develop and propose an annual budget to the MVNSEF board of directors. Conduct the program according to the annual budget.
- Submit, expense reports and appropriate documentation according to established procedures by the end of each month.
- Review and approve monthly timecards and expenses for biathlon coaches as appropriate.

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Administrative

- Coordinate with MVNSEF staff and MVNT for the organization and implementation of registration to ensure easy, effective registration for MVNT families, and a welcoming environment for new families. This includes maintaining up to date web resources, managing online registration, conducting a pre-season meeting and a new member and parent orientation.
- Ensure coaches and volunteers (including substitutes) complete membership, first aid, SafeSport training, and background checks prior to coaching with the program.
- Ensure coaches follow standard safety protocols including concussion and MAAPP, incident reporting and SOPs.
- Work with volunteers, parents and MVB members (as appropriate) to oversee the organization and distribution of team uniforms, the maintenance and care of team equipment (including rifles) and training facilities (including ranges and targets).
- Ensure that MVB ranges are used in a manner consistent with landowner MOUs and established range operating procedures.
- Coordinates MVB range openings or delegate responsibility to designated MVB member.
- Oversee travel plans and arrangements for out-of-town races and camps.
- Facilitate parent volunteerism to support program operations and related events, and to promote family engagement.
- Conduct post-season review of the program, including maintaining data on enrollment trends and attrition, and to develop annual goals for MVB in conjunction with the Executive Director.
- Conduct a post-season review of MVB with key stakeholders to assess the program and develop goals for improvement.
- Meet at least monthly with Executive Director to provide program updates and refine efforts towards annual goals.

General

- Conduct oneself as a model of professionalism by being timely and prepared.
- Be a role model for youth and an advocate for life-long participation in skiing and healthy activity.
- Maintain a clean driving record and obey all rules of the road when operating team vehicles
- Properly maintain and care for any equipment that is property of or loaned to the program,

Required Skills and Experience:

- Enthusiasm for and record of excellence in coaching youth age 9 to 18
- Extensive knowledge of cross-country ski and shooting technique, training, and racing and a desire to continue to learn and develop
- Clear and effective written and verbal communication
- Valid driver's license and experience driving large passenger vehicles.
- Basic computer skills including email, word processing, spreadsheets, website editing and web-based registration.
- USBA Safety Certification or equivalent

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- US Ski and Snowboard L100 Coaches Training or equivalent

Preferable Skills and Experience:

- Education in youth development and coaching such as post-secondary education in a related field and/or coach certification from US Skiing, US Biathlon and/or Biathlon Canada.

Core Competencies:

- Ability to work cooperatively with individuals of all ages.
- Excellent and timely communication
- Excellent organization and time management
- Ability to complete independent projects in a timely manner with minimal oversight.
- Analytical and decision-making skills
- Solution-focused and creative problem-solving

Reporting to this position: MVB Coaches and Volunteers

Physical demands: This job demands the ability to work both indoors and outdoors in a range of weather conditions, carry heavy loads up to 75 pounds above and below waist level, and to be on one's feet for extended periods.

MVNSEF is an at-will employer.