

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 Nordic Team Program Director and Head Coach

Program: Methow Valley Nordic Team (MVNT), MVNSEF adults

Commitment: Year-round, full-time

FLSA Status: Non-exempt

Pay Range: \$50-70k annually, including salary and overtime

Reports to: MVNSEF Executive Director

Primary Location(s): MVNSEF office, variable.

Summary of Position: The MVNT Head Coach and Program Director sets the tone and maintains the vision of the MVNT program while also serving as the primary coach of the oldest competition-focused group on the team. The individual:

- Ensures that all levels of the program strive to achieve the mission and vision of MVNSEF.
- Supervises and supports the coaching staff and oversees administrative aspects of the team'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 - cross country skiing and outdoor activity.
- Ensures that the needs of the team are met and provides solutions when they are not.

Duties and Responsibilities:

Program:

- Design and implement MVNT training programs including program and development philosophy, training and competition schedules, camps, and summer/fall dryland training programs.
- Supervise the coaching staff on and off snow:
 - Outline duties and expectations for all coaches and provide post-season reviews for coaches.
 - Recruit assistant coaches and ensure that coaches are well-trained and empowered to provide innovative, fun training sessions that help each participant meet personal goals. This includes coordinating and providing several coach training opportunities for MVNT coaches each season.
 - Ensure that coaches are fully inclusive of and provide fair and equitable attention to all participants in their group.
- Lead team trips to camps and races as appropriate, functioning as organizer, coach, driver and chaperone.
- Run summer and winter training camps for team athletes and guest skiers.
- Lead or assist in organizing team-associated races and events as assigned.
- Conduct successful fundraising events and donor stewardship in cooperation with MVNSEF staff, board, parents, coaches, and volunteers.

Coaching:

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

- Coach MVNT skiers at regular training sessions throughout the year.
- 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 including an annual meeting with the skier and their parent(s).
- Review athlete training logs on a regular basis and provide feedback and adjustments as appropriate.
- Develop and conduct physical testing for athletes to monitor progress and inform training.
- Lead ski service during races, including purchasing wax and equipment, organizing equipment and technicians, testing wax, wax and structure application, etc.
- Develop educational program for athletes related to ancillary aspects of the sport such as nutrition, sports psychology, equipment preparation and maintenance, etc. This can include bringing inside community resources to aid in these aspects.
- 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 facilitates consistent and clear communications with coaches, parents, and MVNT staff and board through email, website, and other media. Seeks and incorporates 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 weekly email to parents and athletes regarding upcoming training sessions, logistics, and useful information. Always include Program Director and Executive Director on team communications
- Promote MVNSEF programs as fun, welcoming outlets for skiers and families.
- Promote and represent MVNT and the MVNSEF to the broader Methow Valley community, as well as the regional and national ski 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 timecard, and expense reports with appropriate documentation according to established procedures by the end of the month.
- Review and approve monthly timecards and expenses for paid MVNT coaching staff.

Administrative

- Oversee the organization and implementation of registration in conjunction with MVNSEF administrative staff to ensure easy, effective registration for MVNT families, and a welcoming environment for new families. This includes maintaining up to date web resources, managing

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

online registration, conducting a pre-season meeting and a new member and parent orientation.

- Recruit and hire assistant coaches and volunteers including substitutes to provide for an effective learning environment for all program participants.
- Ensure coaches and volunteers (including substitutes) complete membership, first aid and 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.
- Oversee the maintenance and upkeep of team vehicles to ensure safe, reliable transportation
- Oversee the organization, inventory, purchasing and distribution of team uniforms.
- Work with Winthrop Mountain Sports to coordinate ski rental program for team skiers including pre-season coordination and post-season.
- Coordinate 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 the program.
- Conduct a post-season review with MVNT coaches 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 5 to 18
- Extensive knowledge of cross-country ski 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, web-based registration, website editing, word processing, spreadsheets.
- US Ski and Snowboard Level 100 XC Coach Certification or equivalent

Preferable Skills and Experience:

- Bachelor's degree or higher

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

- US Ski and Snowboard Level 200 XC Coach Certification or equivalent

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: MVNT Coaches, Staff 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.