

# Methow Valley Nordic Ski Educational Foundation

*We support a vibrant Nordic ski community in the Methow Valley*

PO Box 1063, Winthrop, WA 98862

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

## MVNSEF Job Description: Ski Cubs Director

**Job Title:** Director

**Program:** Ski Cubs

**Commitment:** Part-time, ~60 hours/season

**FLSA Status:** Non-exempt

**Reports to:** MVNSEF Program Director (PD)

**Primary Location:** Methow Valley Elementary School

**Summary of Position:** The Ski Cubs Director oversees all aspects of the Ski Cubs program which runs after school two days per week for six weeks in January and February. The Director works with a staff of several paid coaches to deliver a basic curriculum in classic cross-country skiing. This is a seasonal position with most work happening in the months of November through February. The Director works with MVNSEF and MVSD staff, local ski schools and shops, Ski Cubs coaches and volunteers, plus skiers and their parents to create a positive introduction to cross-country skiing with the goal of fostering a lifelong involvement in XC skiing and an active, outdoor lifestyle.

### **Responsibilities and Duties:**

#### Programs:

- Recruit and hire assistant coaches and volunteers, including substitutes in case of absences
- Coordinate with Methow Valley Elementary/After School Cubs Coordinator for use of the facility and access to the school for Ski Cubs activities
- File timely requests for bus transport when needed
- Coordinate for grooming of school trails with MVN Program Director
- Coordinate for borrowing equipment from local ski shops as needed to supplement existing equipment stock. Ensure proper maintenance of equipment and its timely return to local ski shops.
- Coordinate the purchase and serving of a healthy after school snack for each session (may be done in conjunction of Cub Club director).
- Conduct Ski Cubs program with assistant coaches according to basic curriculum
- Work with Methow Valley Nordic Team director to promote cross country skiing as a lifelong sport and encourage participation in MVNT as a feasible next step after Ski Cubs.

#### Communication:

- Respond to all job-related email, text and phone correspondence in a timely manner that is appropriate for the time of year. This may include setting up 'office hours' on the day of lessons when parent inquiries are appropriate.
- Send weekly email updates to parents highlighting program accomplishments and building excitement for upcoming activities
- Assist in program promotions through website, print and online advertisements, school newsletters, community activity fairs, etc.
- Respond to inquiries from parents of interested skiers and participate in outreach activities to promote the Ski Cubs program

#### Financial

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- Conduct program according to annual budget
- Submit timecard, receipts and expense reports according to established procedure
- Approve and submit timecards for Ski Cubs coaches at the end of each season

## Administrative

- Ensure all Ski Cubs have paperwork complete and submitted prior to the start of the program
- Ensure coaches and volunteers (including subs) complete membership, SafeSport training and background checks prior to start of program as required by US Ski and Snowboard
- Participate in pre- and post-season meetings with PD to evaluate Ski Cubs and plan for the future

## 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
- Properly maintain and care for any equipment that is property of or loaned to the program

## **Skills & Abilities Required:**

- Enthusiasm and experience working with children age 5 to 7
- Effective teaching and group facilitation skills for children age 5 to 7
- Strong communication skills
- Basic knowledge of cross-country ski technique and teaching methods
- Basic computer skills including email, web-based registration, word processing, spreadsheets

## **Preferable, but not required skills and experience:**

- USSA L100 or PSIA Level 1 certification or higher

## **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:** Ski Cubs assistant coaches and volunteers

**Physical demands:** This job demands the ability to work both indoors and outdoors in a range of weather conditions, and to be on one's feet for extended periods of time.

MVNSEF is an at-will employer.