

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: Arctic Foxes Lead Coach

Job Title: Lead Coach

Commitment: Part-time, ~65hrs Dec-Mar

Program: MVNT – Arctic Foxes

FLSA Status: Non-exempt

Reports to: MVNSEF Program Director

Primary Location: School Trails, Methow Trails system

Summary of Position: The Arctic Foxes Lead Coach works with a team of volunteer coaches to create a fun, exciting ski experience for the youngest group of skiers on the Methow Valley Nordic Team. The team of coaches delivers a basic curriculum of ski instruction in both classic and skate skiing through guided play and adventure after school twice a week during January and February. This is a seasonal position with most work happening in the months of January and February with some pre-season prep and follow-up in the months surrounding the season. The Lead Coach oversees primary aspects of the Arctic Fox group within MVNT and works with the Program Director to recruit and train volunteers to coach under them. With the Program Director, the Lead Coach guides assistant volunteer coaches to create a positive experience of cross-country skiing with the goal of fostering a lifelong involvement in XC skiing and an active, outdoor lifestyle.

Responsibilities and Duties:

Programs:

- Conduct Arctic Fox program with assistant coaches according to MVNT curriculum – focusing on learning through fun and play
- Assist the Program Director and youth program coordinator to recruit and hire assistant coaches and volunteers, including substitutes in case of absences.
- Provide weekly schedule for Arctic Fox parents and skiers, as well as for volunteer coaches
- Provide regular coaching guidance for volunteer coaches, including coordinating coach training sessions with the Program Director and other MVNT coaching staff.
- Coach at December and February Kid's Holiday camps, if available.
- Organize Arctic Fox skiers for events during the winter, including the Ski Rodeo, Hanz's Big Adventure, and Race of the Methow.
- Work with Methow Valley Nordic Team director to promote cross country skiing as a lifelong sport and encourage continued participation in MVNT programs for Arctic Fox skiers.

Communication:

- Send weekly email updates to parents highlighting program accomplishments and building excitement for upcoming activities
- Respond to all job-related email, text and phone correspondence in a timely manner
- Respond to inquiries from parents of interested skiers and participate in outreach activities to promote the MVNT programming.

Financial

- Submit timecard, receipts and expense reports according to established procedure

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Administrative

- Work with Program Director and youth Program Coordinator to ensure all registered Arctic Fox for given season receive communications and outreach.
- Participate in pre- and post-season meetings with Program Director to evaluate Arctic Fox program and plan for future seasons.

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 ages 6 and 7
- Effective teaching and group facilitation skills for children ages 6 and 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
- Completion and upkeep of US Ski and Snowboard volunteer or coaches license in good standing with required background check and SafeSport training
- First Aid and CPR training and certification

Preferable, but not required skills and experience:

- USSA L100

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: Arctic Fox 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.