



JOB DESCRIPTION

McCall Winter Sports Club

Position: Alpine: Program Director
Calendar: Annual salary
Effective Date: June 2014

General: Exciting opportunity to lead the McCall Winter Sports Club's Alpine Ski Racing program. MWSC is a non-profit organization that is dedicated to developing quality skiers through discipline and competitive spirit to reach their full potential. Offered in a fun and family-friendly environment at Brundage Mountain Ski Resort, athletes who belong to the McCall Winter Sports Club come from varied backgrounds throughout Idaho and Eastern Oregon.

Job Description: Responsibilities include overall success of the MWSC program, measured by member retention and acquisition, financial growth, and satisfaction scores of athletes and members.

The MWSC Program Director is responsible for managing all aspects of the direction and supervision of the Alpine, Big Mountain (All Mountain) and Nordic Programs. Reporting into the MWSC Board of Directors, the Program Director is a management position overseeing the MWSC coaching staff. Accountable for driving overall strategy and management of programs with measurements including, but not limited to, financial growth, member retention and acquisition, athlete skill performance, and annual member satisfaction scores.

Oversight of administration related to training, travel, safety, and competitions at Brundage Mountain Resort. Oversee Brundage Mountain Resort race events and represent, along with Head Coach, MWSC at Divisional and Regional meetings.

On snow locations include Brundage Mountain and Little Ski Hill in McCall, Idaho.

Job Experience Requirements:

- College Education preferred, High School graduate or GED equivalent required
- Sales experience
- Consistent goal attainment
- Prior experience in managing operations business functions needed to operate a small business
- Ability to foster and maintain solid partnerships
- Excellent time management skills
- Excellent customer service skills
- Excellent analytical and problem solving abilities
- Excellent organization skills
- Must have excellent communication skills, written and oral
- Computer skills in MS Word, MS Excel, email
- USSA race administration desired
- Background check

Specific Duties:

- Execute on strategy and direction agreed upon with the board of directors to maintain a viable winter sports club that offers a variety of disciplines to the McCall and surrounding communities leveraging its partnership with Brundage Mountain and the Little Ski Hill.
- Serve as both internal and external leader of all ski programs operationally.
- Director will be responsible for executing the organizations athletic philosophy and mission across all age levels and disciplines, leading, managing, and supervising the Coaching staff for all things operational, structural, and financial as it relates to the team
- Responsible for organizing parent volunteer hours to advance organizations interests
- Responsible for financials including forecasting, budgeting, sponsorships, grants, fundraising etc.
- Manage all operational functions including Website presence, Marketing, Facilities, other fixed assets
- Actively working in the community to make alliances with all defined and potential business partners.
- Research, organize and lead application process for grants, i.e., Boise Open, Idaho Gives, etc.
- Responsible for documenting overall coaching philosophy, style or techniques with Head Coach/es of respective discipline.
- Correspond with athletes' families pre-season and throughout the season to coordinate teams' registration, training and competition schedules, travel plans, and other needs as they arise.
- Manage travel teams in all aspects during away competitions or training.
- Lead Marketing & MWSC with local school communications, promotional opportunities and registration drives.
- Work closely with MWSC Board including, but not limited to, attendance at meetings, acting as primary communicator and also supporting fundraising efforts
- Represent MWSC at divisional meetings, and maintain effective communications with USSA and IMD organizations as needed
- Directly responsible for supervision of financial functions and preparation of race team budget needs, input data into budget models/worksheets, help manage budget throughout the season, and meet budgeting timeline requirements.

This job description is to be considered a general outline of the duties and responsibilities of this position and is subject to change at any time.