



Program Director Job Posting

Attitash Alpine Educational Foundation (AAEF), operating as the Attitash Race Team, seeks a Program Director for its youth alpine ski racing program offering a full-time seasonal position. The Attitash Race Team is a **US Ski & Snowboard bronze-certified club** operating in New Hampshire Alpine Racing Association (NHARA).

For over 40 years, the Attitash Race Team has been developing and fostering the growth of youth alpine ski racers in New Hampshire's Mount Washington Valley. The program is part of the US Ski & Snowboard's Eastern Region, with age categories of U8, U10, U12, U14, and U16 Scored teams. We train at Attitash Mountain Resort and participate in local, state, regional, and national races.

The Attitash Race Team is a community dedicated to providing alpine ski racers the opportunity to pursue their athletic dreams and personal growth while celebrating passion, determination, strength, and resilience. We strive to be a premier alpine race team in the region by preparing every athlete to move to the next level in their chosen environment.

Primary Duties and Responsibilities

- Strategically plan training and race schedules for optimal athlete development, including off-season dryland activities
- Implement program-wide age group and athlete development plans consistent with US Ski & Snowboard's guidance
- Maintain a strong working relationship with Attitash Mountain Resort staff, ensuring athlete and public safety, appropriate training space, and adherence with the host mountain's operating policies
- Establish and facilitate regular communication with athlete parents, supporting involvement in their athlete's development
- Supervise day to day duties of coaching staff, providing leadership, guidance, development, and evaluation
- Spearhead recruiting, interviewing, and the hiring of new coaches as necessary
- Capable of assuming coaching responsibilities either as a head coach or lead coach with the ability to float between age groups as necessary
- Closely work with the Board of Directors, attending meetings as requested
- Execute short- and long-term strategic program objectives in collaboration with the Board of Directors
- Active and positive representative of AAEF at NHARA and regional US Ski & Snowboard meetings, as applicable
- Constructively communicate and collaborate with other US Ski & Snowboard clubs in the NHARA Eastern Division

- Other duties as requested by the Board of Directors

Essential Interpersonal and Management Skills

- Excellent written and oral communication skills
- Ability to clearly communicate in small and large groups settings
- Maturely and effectively manage emergencies and other challenging situations
- Strong motivational and leadership skills
- Efficiently and effectively prioritize, manage, and delegate multiple work tasks
- Engage coaching staff in decision-making processes
- Maintain a strong, cohesive, and trusting team-oriented culture among all athletes, parents, and coaches
- Utilize respect and discretion for private and personal matters that may arise among athletes, parents, and coaches
- Clear and consistent communication with athletes, parents, Board of Directors, coaching staff, and Attitash Mountain Resort staff

Administrative Responsibilities

- Ensure all AAEF-required administrative documents are accurate and complete in a timely manner, including but not limited to coaching staff employment documents, coaching certifications, homologation certifications, US Ski & Snowboard and NHARA program registrations
- Supervise payroll processing in collaboration with AAEF Treasurer
- Monitor operating expenses consistent with annual budget
- Maintain inventory and service life projection of AAEF-owned equipment. Develop and follow short- and long-term equipment purchase plan

Professional Requirements

- High school diploma (required), College Degree (preferred)
- Current US Ski & Snowboard Coach Certification (Level 100 required; Level 200 & above preferred)
- Valid Driver's license
- Competent in Microsoft Word, Excel, Google Docs

Physical Requirements

- Ability to ski while carrying more than 50 lbs and standing for 10 hours
Must be able to work extended hours outdoors in all winter weather conditions

Contact

Please send resumes to Stephen Gagnon at steveg@attitashraceteam.com for consideration by August 5th