

2023-2024 Pleasant Mountain Race Team Program Director Job Description

Apply at pleasantmountainraceteam.com

POSITION SUMMARY

The role of the Program Director is to manage and administer the alpine ski racing program for the Pleasant Mountain Race Team. This includes, but is not limited to, strategic planning, program coordination, recruitment and training of staff, communication, program administration, and team-owned equipment coordination.

STRATEGIC PLANNING

- Develops and promulgates program-wide training philosophy in furtherance of strategic objectives determined by the Board of Directors (BOD) and in-line with USSA guidelines.
- Participates in processes with BOD to review, revise and propose new PMRT strategic plans and philosophy.

PROGRAM COORDINATION

- An adviser to the Board of Directors (BOD), participating in meetings throughout the year.
- Provides input to the BOD Treasurer on upcoming expenses and income
- Oversees and reviews coach development of on-snow training programs for athletes/age groups.
- Ensures coach communications of on-snow training program to athletes/parents.
- Liaison with Pleasant Mountain management for purposes of training and race scheduling and trail/course preparation.
- Ensures PMRT attendance at MARA meetings throughout the year
- Scheduling and planning of early season training days at alternate mountains (prior to Pleasant Mountain opening)
- Manages staff injury situations along with the BOD and oversee lead coach management of athlete injury situations in accordance with USSA guidelines
- Manages athlete behavior issues along with the BOD to ensure athletes act in accordance with PMRT guidelines and are positive representatives of PMRT both at Pleasant and at other venues
- Other duties as assigned by the Board of Directors.

RECRUITMENT AND TRAINING OF STAFF

- Assist in recruitment of coaching staff.
- Daily oversight and supervision of coaching staff including daily planning for adequate staffing of training and races
- Determine coaching staff performance objectives based upon defined outcomes.
- Conducts periodic reviews of coaching staff performance.
- Develops and executes professional development plan for coaching staff in-line with USSA guidelines.

- Update BOD on status of coaching staff throughout the year

COMMUNICATION

Must have strong communication skills both verbally and in writing.

- Responsible for regular and sustained communication with:
 - Athletes
 - Parents
 - Board of Directors
 - Coaching Staff
 - Pleasant Mountain Management
- Must utilize electronic forms of communication to include email, web-based messaging and should be familiar with social media.
- During the training season, provides weekly (at a minimum) updates to training/race schedules either directly or through lead coaches.

PROGRAM ADMINISTRATION

- Supervision of payroll processes in collaboration with the BOD Treasurer.
- Monitors personnel and equipment expenditures.
- Collaborates with BOD Treasurer to ensure staff employment paperwork, coaching licenses and other documentation is completed.
- Manages reimbursement of coaches and parents for PMRT-related expenditures

TEAM OWNED EQUIPMENT

- Manages team-owned equipment to determine operability and serviceability and makes recommendations for new purchases and replacement.
- Ensures adequate equipment is available to meet training and racing objectives of the Team

COACHING RESPONSIBILITIES - not required but preferred

- Capable of assuming coaching responsibilities either as an alpine ski coach