



ASPEN VALLEY SKI/SNOWBOARD CLUB
Position Description

Position Title: **Nordic Base Camp Director**

Reports To: AVSC Nordic Program Director

Job Objective: The AVSC Nordic Program is designed to support the AVSC mission with a focus on athlete centered programs inspiring EXCELLENCE, creating OPPORTUNITY and instilling AVSC VALUES.

The Nordic Base Camp Director is responsible for developing fun and exciting base camp curriculum that will engage children ages 5-12, and foster a love for winter sports. The Director will work with four or more coaches and several parent volunteers to run Base Camp programs out of Aspen or Carbondale. The Base Camp Director will lead all practices and coordinate staff so that practices are organized and run smoothly. The Base Camp Director must have excellent communication skills and be comfortable instructing a large coaching staff and talking to parents. The position is best suited for a ski coach with a gregarious, fun, creative, adventurous personality and also strong managerial, organizational, and marketing skills.

Scope: The Base Camp Director/Head Coach works under the general supervision of the Nordic Program Director. The position is part time, with 3 months (January, February, and March) of practices where the person will spend about 15 scheduled hours per week working with 5-10 year old athletes in Aspen and Carbondale. In addition, the Base Camp Director will be expected to work during the month of December to promote the Nordic programs, recruit from local schools, and host "Free-Ski Days." The position will have a significant amount of flexible prep, planning, and event hosting hours that are more flexible and can be year round. The position is compensated on an hourly basis and is not entitled to AVSC benefits.

Duties and Responsibilities:

- Organize and coordinate all Base Camp activities including scheduled practices (Monday & Wednesday) and some weekend events emphasizing skill development, safety, fair play, sportsmanship and FUN
- Work with AVSC Nordic Director to develop a fun and engaging Base Camp curriculum
- Ensure equal participation time for all athletes regardless of ability
- Understand, agree and integrate AVSC's vision, mission and core values into all areas of programming
- Develop ways to best record and track attendance and athlete progress for all Base Camp programs
- Implement program design and technical progressions throughout Base Camp programs
- Lead set up and tear down of Base Camp program gear and Nordic Fun Park equipment
- Manage and lead Base Camp coaching staff and parent volunteers
- Coordinate recruitment of athletes to Base Camp programs and beyond
- Provide Nordic Program Director with incident statistics for Base Camp programs
- Provide Nordic Program Director with weekly Base Camp staff payroll numbers
- Ensure base camp news is submitted to the Nordic Manager for publication in a timely fashion
- Attend Nordic equipment night and provide guidance to Base Camp athletes and parents
- Be able and prepared to fix small equipment issues at practice
- Attend all staff training exercises and orientation opportunities and set the pace with a willingness to improve at the job
- Continued development as a sport professional - coaches certification, first aid training, concussion certification, child protection training, etc
- Assist Nordic Program Director with Base Camp staff training
- Arrange and participate in parent and athlete coach conferences as necessary
- Create a positive work environment for staff to grow and improve

Commitment

Integrity Teamwork



Required Skills:

- Background screened and cleared for interaction with youth
- Current First Aid and CPR certification
- Certification in recognition and response for concussion injuries
- Safe Sport Practice training
- Enthusiasm and positive spirit
- The ability to make every child feel like a winner at practice every day
- Patience, maturity, and dependability
- Ability to think outside the box, dream, plan, prioritize and follow through on projects
- Recognized by others of sound character, strong moral values and personal ethics
- Make good decisions and always err on the side of caution
- Be constantly aware of risk management issues with our own athletes, coaches and public near our training space
- Good organizational and communication skill
- Age appropriate coaching experience capable of engaging various ability levels
- Must have or be willing to obtain USSA Level 100 Coaching Certification
- Be proficient in MS Office, Google Calendars, E-Mail and Website applications
- Other desirable characteristics: strong work ethic, accountability, good leadership skills, a positive attitude, being a team player, personable, well spoken and respectful

HIRING AND CONTINUED EMPLOYMENT ARE AT THE WILL OF AVSC. AVSC OR EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Supervisor

Date

Employee

Date

Nordic Base Camp Program Objective: AVSC's Base Camp programs aim to make children LOVE being on skis and to teach them basic athletic skills that will prepare them for participation in future AVSC programs. At the beginner, athletes will play games, have fun, and do absolutely no "training." Coaches will encourage participation in all sports and develop a game based curriculum that helps develop basic motor skills, balance, and coordination to create general non-specific athletic ability. The advanced curriculum will be similar, with the addition of some fun, short races and drills to develop suppleness and speed. All Nordic Base Camp athletes will be introduced to skiing fundamentals with the main focus remaining on general athletic body movements, games, and fun.

Commitment

Integrity Teamwork