



ASPEN VALLEY SKI/SNOWBOARD CLUB
Position Description

Position Title: AVSC Nordic Program Manager

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 Program Manager will support the Nordic Program Director by managing and administering Nordic program fundraising, special events, communications, merchandise ordering, venue projects, and enrollment.

Scope: The Nordic Program Manager works under the general supervision of the Nordic Program Director. The position is a seasonal part-time position with approximately 30 hours per week from September to March. This position is not entitled to AVSC benefits.

Duties and Responsibilities:

- Participate in venue development meetings, take notes and complete specific venue related tasks as they arise.
- Manage the race sign-up form on the AVSC Nordic blog
- Promote AVSC special events and fundraisers
- Update the Nordic Calendar
- Recruit and manage Nordic event volunteers
- Manage the AVSC Nordic Facebook Page and Wordpress Blog
- Oversee all aspects of AVSC Nordic Fundraisers, special events and races
 - o Ski Swap & Fit Night, Sept 16th
 - o Bonfire Dinner
 - o Nordic Fest/Rocky Mountain Nordic Finals
 - o Night of the Norseman
- Design and order AVSC uniforms and merchandise
- Develop systems to facilitate better communication with the Nordic community
- Participate in designated staff meetings and training sessions
- Assist with and participate in Club-wide functions
- Assist with Nordic participant recruitment and community development ideas
 - o Free Ski Days
 - o Luminary Skis
- Special projects as assigned

REQUIRED SKILLS

- Background screened and cleared for interaction with youth.
- Full endorsement of AVSC Core Values - Commitment, Teamwork and Integrity
- Competence with essential computer applications including: MS Office, Google Calendars, Outlook, Wordpress website applications.
- General understanding of competitive Nordic ski racing logistics
- Communication skills - written and oral - personable and well spoken.
- Enthusiastic, conscientious and respectful.
- Strong organizational skills with ability to prioritize tasks and to meet deadlines.

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

Commitment

Integrity Teamwork



Employee

Date

Commitment

Integrity Teamwork