

# WENTWORTH SKI RACING CLUB

PO Box 307, 610 Wright Avenue, Dartmouth, NS B3B 0H8

[www.wentworthracing.com](http://www.wentworthracing.com)



## Appendix A to Program Coordinator Employment Agreement

### JOB DESCRIPTION

Reviewed June 10, 2019

#### General

The Program Coordinator is expected to be a leader for the club in its efforts to ensure that the athletes are provided with the greatest opportunities to train; while ensuring the financial viability of the club; and also ensuring that the club is not put at risk (compliance with ACA, CSCF insurance policies). In fulfilling this requirement, all training activities that occur at Ski Wentworth are to be through WSRC.

In fulfilling their duties, the Program Coordinator has the following authority for decision making:

- The planning and design of the WSRC on-snow program.
- Implementation and oversight of the on-snow program once approved by the Board.
- Staffing of the program upon approval of a proposed staffing plan and in keeping with the approved coaching wage scale and approved program budget.
- Recruitment, selection, oversight, development and discipline of the coaching staff in accordance with approved WSRC Policy.
- Managing equipment, including making recommendations for equipment purchases to assist with budgeting purposes and assisting with meeting annual equipment budget.
- All conduct is to be in accordance with governing law, policies of governing authorities and policies of WSRC.

#### Reporting

- The Program Coordinator reports to the WSRC Board of Directors, through the President.

#### Responsibilities

The Program Coordinator will work with the President and Board of Directors to provide leadership and oversight to the WSRC program and coaches.

The following responsibilities are part of the position:

##### **1. WSRC Program Development and Oversight**

1.1. Plan and provide oversight to the WSRC **dryland training program**. Activities are to include:

- 1.1.1. book dryland training facilities;
- 1.1.2. Work with a qualified Dryland Coach to design and offer WSRC athletes a Fall Dryland Program
- 1.1.5. maintain dryland training records;

1.2. Plan, design and provide oversight to the WSRC **on-snow program**. Activities are to include:

# WENTWORTH SKI RACING CLUB

PO Box 307, 610 Wright Avenue, Dartmouth, NS B3B 0H8

[www.wentworthracing.com](http://www.wentworthracing.com)



## Appendix A to Program Coordinator Employment Agreement

### JOB DESCRIPTION

Reviewed June 10, 2019

- 1.2.1. plan and design athlete/club on-snow training program
  - 1.2.2. maintain relations with Ski Wentworth and all its employees
  - 1.2.3. promote the program
  - 1.2.4. coordinate / assign coaches responsibilities.
  - 1.2.5. organize training camp(s)
  - 1.2.6. run on hill coaching and training sessions
  - 1.2.7. organize and conduct hill and course preparation
  - 1.2.8. oversee and ensure on-hill safety measures
  - 1.2.9. maintain training records
  - 1.2.10. manage injury situations, maintain records and return to activity
  - 1.2.11. create coach payroll record bi-weekly and submits to Treasurer in prescribed format
- 1.3. Ensure Appropriate Oversight at **Competition**. Activities are to include:
- 1.3.1. coordinate arrangements for camps and away races;
  - 1.3.2. management of race entry procedures
  - 1.3.3. work with Race Administrator or Treasurer to prepare budget for away races
  - 1.3.4. ensure supervision of the following at races:
    - 1.3.4.1. ski preparation/tuning sessions
    - 1.3.4.2. Attendance at team captain/race meetings
    - 1.3.4.3. athlete/team race info. meetings
    - 1.3.4.4. athlete goal setting/evaluation procedures
  - 1.3.5. maintain athlete competition and results profiles

### 2. Staffing

- 2.1. As the front line Supervisor of the coaching staff, all conduct is to be in accordance with the Nova Scotia Human Rights Act and the Labour Standards Code of Nova Scotia, the Human Resource Management policies and all other policies of WSRC.
- 2.2 Review and update coach job descriptions to ensure they are applicable to the upcoming season.
- 2.2. Recruit, interview as necessary and present hiring recommendations and proposed age group assignments to the BoD in accordance with Staffing policy.
- 2.3. set and communicate performance objectives
- 2.4. conduct coaching staff performance reviews annually
- 2.5. develop and mentor coaching staff
- 2.6. Maintain coach records: certificates and police record checks. Provide required coach documents to treasurer.
- 2.7. Follow staffing policy for any changes during the season to the staffing plan once approved
- 2.8. Encourage positive and frequent coach communications with athletes and parents

# WENTWORTH SKI RACING CLUB

PO Box 307, 610 Wright Avenue, Dartmouth, NS B3B 0H8

[www.wentworthracing.com](http://www.wentworthracing.com)



## Appendix A to Program Coordinator Employment Agreement

### JOB DESCRIPTION

Reviewed June 10, 2019

#### 3. Equipment Management

##### 3.1. Work with Director, Equipment to

- 3.1.1. maintain inventory records of all related program equipment (drills, gates, spare parts, bits, radios, tool kits, wax, etc.)
- 3.1.2. make recommendations for new club/program equipment investments for budgeting consideration by BoD.
- 3.1.3. manage club/program equipment loans to other clubs/race organizers
- 3.1.4. repair existing club/program equipment where possible
- 3.1.5 provide guidance to members on equipment.

#### 4. Administration

- 4.1. Use phone and email to respond to inquiries and communicate with members.
- 4.2. Attend WSRC Board meetings (as requested) as a non-voting member to provide the Board with updates and to stay informed on Club activities.
- 4.3 Complete and submit a monthly report during ski season; format will be standardized and pre-agreed. Compare actual to date costs against budget for coaching and equipment. Include coaching update (retention, potential coaches, issues, etc.), program update and an equipment update
- 4.3. Reports to WSRC Board any issues, anomalies, requests, etc.
- 4.4. Communicate to parents and athletes about their programs.
- 4.5. Create athlete/program calendar of events
- 4.6. Administer athlete contract/code of conduct agreements
- 4.7. Communicates in a professional and courteous manner with WSRC club members, athletes and staff.
- 4.8 Fosters positive relationships with external organizations including Ski Wentworth, other clubs and skiing organizations such as Ski NS and AAA.
- 4.8. Create and maintain a positive experience for all athletes.
- 4.9 Ensure all practices comply with requirements of sanctioning organizations, i.e. - Alpine Canada and Ski Nova Scotia.

# WENTWORTH SKI RACING CLUB

PO Box 307, 610 Wright Avenue, Dartmouth, NS B3B 0H8

[www.wentworthracing.com](http://www.wentworthracing.com)



## Appendix A to Program Coordinator Employment Agreement

### JOB DESCRIPTION

Reviewed June 10, 2019