



LEAVENWORTH WINTER SPORTS CLUB

PO Box 573, Leavenworth, WA 98826 • 509-548-5477
www.skileavenworth.com

LWSC Mission Statement

Our purpose is to promote health, fitness, and fun through skiing and other winter sports by providing quality facilities, education, and activities to the community.

Ski Team Mission Statement

Share the joy of skiing and an outdoor lifestyle within a supportive community.

Ski Team Core Values

Together: Be inclusive.
Effort: Challenge yourself.
Attitude: Exhibit good sportsmanship.
Make it Fun!

SKI EDUCATION DIRECTOR JOB DESCRIPTION

Department:	LWSC Ski Instruction, Nordic & Alpine Teams
Employment Dates:	Year-round (minimal hours in the off-season)
Work Hours:	Variable
Workdays:	Weekdays and weekends (~10–20 hours/week – season dependent)
Work Locations:	LWSC venues and offsite as required
Wage:	\$23-25 per hour
Status:	Part Time, non-exempt
Reports To:	LWSC General Manager
Works Closely with:	Ski Education Committee

Description Summary

This position encompasses the oversight of the Nordic and Alpine Youth Ski Teams. Exploration into the revival of the Master's Program desirable.

Essential Functions

- Serve as the liaison between the Plain Valley Nordic Team (PVNT) and the LWSC.
- Work with the LWSC Head and Lead Coaches to hire assistant coaches & recruit volunteers.
- Organize Alpine and Nordic coach training, preferably on snow.
- Track and ensure that coaches and volunteers have fulfilled Safe Sport training and background checks.
- Facilitate the reimbursement of coach US Ski & Snowboard membership fees with the Financial Administrator, as well as any travel or other Ski Team purchases.
- Manage Ski Team registration – determine the number of athletes that can be enrolled, etc.
- Maintain Ski Team registration database (in NeonOne) and share the information with Lead Coaches.
- Maintain communication with Coaches, parents and athletes via TeamSnap other avenues as appropriate.
- Update the LWSC Ski Teams web pages as necessary (or delegate).

- Take a lead role with fundraising activities, delegating duties as necessary.
- Take a lead role in purchasing equipment and supplies for the Ski Teams (jackets, race suits, race equipment, practice equipment, summer training equipment, waxes, snacks and treats, etc.).
- Take a lead role in organizing youth races and other events oriented to youth that the LWSC hosts (the Skirennen and the Bakke Cup). This could include overall organization, course layout, timing, race-day setup and take-down, etc.
- Attend LWSC Board Meetings and Ski Education Committee meetings. Report to the LWSC BOD about the happenings of the Ski Teams, etc.
- Be an ambassador for the LWSC.
- Maintain accurate records of any expenditures or income to the Ski Teams.
- Work with the LWSC Financial Administrator for budgeting.
- Explore the possibility of reviving a LWSC Master's Nordic Ski Program, including opportunities for adult racing.
- Be willing to take on other duties as necessary.

Experience / Requirements

- Must be enthusiastic about outdoor snow sports.
- Must have current SafeSport certification or the equivalent (in the case of school employees).
- Must maintain US Ski and Snowboard membership.
- Must be knowledgeable of and able to utilize social media platforms and the Microsoft Office suite.
- Must be organized, able to adapt to changing situations and be able to maintain composure and professionalism in uncomfortable situations.
- Must have strong communication skills, motivational skills, and interpersonal skills.
- Familiarity with Nordic ski coaching and racing, as well as alpine skiing preferred, but not required.

Physical Requirements

- Must be able to stand for extended periods, run, reach, walk, bend and stoop.
- Must be able to ascend and descend terrain and navigate uneven and or slippery terrain on foot and on skis.

Reimbursements/ Compensation:

- You will be reimbursed annually by the LWSC Ski Teams for your US Ski & Snowboard membership.
- The LWSC may offer additional benefits, to be determined annually by the General Manager and the LWSC Board of Directors.

This is only a partial list of the Essential Functions, Experience, Requirements and Working Conditions.