

Colorado Mountain College Position Description Template

Title: Assistant Ski Team Coach
FLSA Classification: Non-exempt
Hiring Rate: \$16.58 / hour

Primary Responsibility

Under the general supervision of the Ski Team Head Coach, will assist the Head Coach of the Ski Team with all operational duties associated with the ski team. Assist Head Ski Coach with team practices, depending on assistant's individual expertise.

Please note, position is scheduled to work from approximately October 1st to March 1st.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position, such as an Associate Degree or two year college certificate, and one year related work experience, a High School Degree/GED and two years of related experience, or the equivalent combination of education and experience.

Knowledge of: outdoor athletic team sports management; snow skiing principles, modern ski racing tactics and techniques, practices and methods; ski and mountain equipment, safety and rescue systems procedures; team-building and facilitation; marketing and sales methods; budget administration P-Card reconciliation and logistics management. Ideal candidates will have experience with regional and national alpine competition, knowledge of NCAA/USSA/FIS rules and compliance, along with strong team building and communication skills.

Ability to: manage and coordinate multi-faceted activities; collaborate with diverse populations; excellent verbal and interpersonal skills; organize, prioritize, and work independently; qualify and maintain a Colorado driver's license. The ski coach will be required to drive high occupancy vehicles for team transportation and events.

Essential Duties

1. Assists Head Coach in all on snow training sessions
2. Assists in conducting daily conditioning sessions
3. Provides tuning guidance and assistance to athletes
4. Provides video and timing assistance
5. Monitors inventory and maintenance of team equipment
6. Adheres to training and racing safety policies
7. Assists in execution of travel logistics

8. Participates in adherence to team budget and accounting procedures
9. Assists in evaluating training programs
10. Assists in recruiting strategies
11. Ensures safety and well-being of student athletes
12. Serves as an effective role model for college-age students
13. Creates and maintains internal and external relationships
14. Performs other duties as assigned

Supervision Received:

This position receives general supervision from a higher-level administrator.

Supervision Exercised:

This position provides supervision to student Ski Team members.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This positions will require travel within Colorado, as well as the greater United States including Alaska and foreign countries, altered work schedules and/or evening and/or weekend hours. The assistant coach will support/assist the Head Coach in all areas that pertain to all Ski Team issues. Examples of this are, on snow training, transportation, meals/grocery shopping, physical conditioning, video production, course setting and maintenance, air travel oversight and other duties assigned by the Head Coach or his supervisor.

Working Conditions

This position requires being on snow with ski equipment, walking on snow, working out doors in winter in sub-zero weather, snow/rain storms, loading and unloading ski lifts, standing and driving; handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle regularly.

HR Reference Information:	
Position group and code:	499390 (all)
Date of review:	5212019

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.