



## Bogus Basin Ski Education Foundation

### **BBSEF Program Director**

**Reports to:** BBSEF President

**Employment Status:** Full-time salaried employee, overtime exempt.

**Overall** Compensation is competitive and based on experience.

### **Position Overview:**

Bogus Basin Ski Education Foundation ("BBSEF") Program Director works with the Administrative Director to oversee all aspects of BBSEF. Responsibilities include: Managing the coaches, coordinating fundraising, managing venues/facilities/hosted events, and growing the program. The Program Director will also provide on hill technical training/coaching, at all levels of the program, as needed

The Program Director is the face of Bogus Basin Ski Education Foundation, and will serve as the liaison between BBSEF and Bogus Basin as well as the spokesperson for BBSEF in the community. The Program Director is responsible for maintaining positive relationships with the donor community, alumni, business partners, and to effectively support club-wide fundraising efforts for BBSEF.

### **Primary Program Director Responsibilities:**

- **Mountain Operations:** The Program Director is responsible for developing and maintaining strong working relationships with Bogus Basin Mountain Resort (BBMR).
- Responsible for recruiting, retaining and developing the coaching staff.
- Work with coaches to create and implement both group and individual athlete development plans. Including training, competition schedules, dryland training and summer camps, etc.
- Responsible for ensuring that the Jason Harper Training Center, Equipment and storage areas used by the BBSEEF are properly maintained and clean.
- Willingness to work within established budget. Work with the Administrative Director to develop and manage program budgets, payroll, and team travel.
- **Fundraising and Sponsorship:** The Program Director is responsible for supporting all BBSEF- fundraising and scholarship efforts and to maintain strong relationships with all BBSEF partners, sponsors, and donors.
- **Equipment:** The Program Director is responsible for overseeing or delegating to the appropriate coach, the management of BBSEF the equipment needs, inventory, maintenance, and repairs of BBSEF equipment, facility assets and related equipment, professional tools, vehicles, and other real property.
- **Transportation:** The Program Director is responsible for overseeing or delegating to the appropriate coach the maintaining all BBSEF vehicles used by BBSEF as well as supervising and enforcing all BBSEF transportation policies.
- **Membership Engagement:** While coaches are the primary line of communication for athletes and parents, the Program Director will develop a membership engagement strategy and serve as an escalation point to resolve broader issues.

### **Requirements:**

- Knowledge of and ability to perform current ski racing techniques, tactics and coaching methods.
- Experience managing and leading teams and programs all levels (U-8 through FIS)
- Effective communication skills are a must for communication and interaction with the general public, ski area personnel, divisional personnel, coaches, parents and most importantly the racers.
- Extensive knowledge of race management, including surface preparation and course setting
- Extensive knowledge of the USSS, including the Western Region and Intermountain Division
- Prior race experience preferred
- US Ski and Snowboard Coaches certification level 200+ and/or PSIA equivalent

## **Additional**

- Must be able to ski at an advanced level.
- Licensed US Ski and Snowboard or equivalent international coach/official.
- Safe Sport Certification required.
- Submit to background check.
- Valid driver's license and insurability
- Employee is regularly required to stand for periods up to eight hours at a time in ski boots; use hands to finger, handle, or feel objects, tools or controls; must talk and hear through walkie talkies. Specific vision abilities required by this job include close/distant vision.
- Employee is regularly required to lift up to fifty pounds.
- Duties may require course preparation work, including shoveling, slipping, setting gates, and working in extreme winter conditions
- May require a 7-day per week schedule during competition season.
- Ability to perform essential duties efficiently and accurately, with or without reasonable accommodations and without injury to incumbent or others.
- Familiarity with Google suite, Microsoft Outlook, Word, Excel, PowerPoint, and other commonly used computer-based tools and resources

This overview is not an employment agreement or contract. BBSEF has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.

***If interested, please send your resume to [info@bbsef.org](mailto:info@bbsef.org).***



### **Our Mission**

To provide access to competitive Mountain Sports programs for the youth of the Treasure Valley; encourage our athletes to achieve their academic and athletic goals while learning sportsmanship, building self-esteem, developing a strong work ethic and creating a lifelong love of an active lifestyle.

### **Core Values**

Sportsmanship \* Fun \* Integrity \* Grit \* Teamwork

### **Philosophy**

Building healthy communities through competition

### **Vision**

To be the Treasure Valley's premier mountain sports program

