

Junior Nordic Director Job Description

For more information about Junior Nordic, visit www.anchoragenordicski.com/junior-nordic/

- Position is part time and seasonal; pay is a stipend TBD depending on experience and eligibility.
 - Starting period August
 - Ending period April
 - Hours determined by work load
- Position reports to the Program Manager
- Strong communications and organizational skills required

General Program Duties

- Preseason Duties (August, September and October)
 - Assist in developing program budget, pricing structure, website page, and social media plan to emphasize upcoming season
 - Recruit coaches, organize coach files, update contact lists
 - Assist in setting up and testing online registration system
 - Develop coaching curriculum
 - Assess ski and jacket inventory and coordinate repair if needed
 - Develop and implement program marketing plan
 - Assist in seeking sponsorships and community partners
- Program Duties
 - Hire Coaches
 - Fill site directors
 - Help site director and head coaches fill positions at each location
 - Fill after school programs positions (afternoon session)
 - Assist NSAA office in securing new employee paper work.
 - Coordinate with NSAA office for list of participants
 - Evaluate and train coaches
 - Coach classes as needed or desired
 - Submit payroll to NSAA Business Manger on a bi-weekly basis on Tuesdays of payroll week
 - Coordinate with NSAA Office any scholarship families
 - Arrange for and evaluate family feedback
 - Assist NSAA office in monitoring program expenses budget
- Post Season Duties
 - Evaluate program successes and weaknesses, survey participants, parents, coaches
 - Make notes for any changes for next season
 - Compile statistics to assess success for end of season reports including municipality and grant reports
 - Review final program budget
 - Share with NSAA Board of Director a season summary