

JOB DESCRIPTION

POSITION TITLE: Head Coach
DEPARTMENT: 422-Race Team
EFFECTIVE DATE: 07/15/2016
PAY GRADE: BEX-E
EXEMPT/NON-EXEMPT: Exempt
YEAR ROUND/SEASONAL: Seasonal
REPORTS TO: Senior Director
NEW RE-SLOT REVISED
REQUESTED BY: Jake Huxman
HR APPROVAL: Mike Harris
COMP. COMMITTEE APPROVAL: Ron Cohen

SUMMARY DESCRIPTION:

Responsible for directing and supporting the Race Team in order that each athlete has fun reaching his/her full potential in all aspects of alpine racing, including education, training, preparation, and competition.

JOB REQUIREMENTS:

Must be at least 21 years of age, have a high school diploma or general education degree (GED), and current CPR and First Aid certifications. A current USSA member, with five years of verifiable coaching experience, and a USSA Coaches Certification-Level 200, or a PSIA Certification-Level 3, or equivalent International Certification. Have a valid California driver's license with an acceptable driving record and pass a background check. A talented communicator and gifted leader having a calm and collective demeanor, especially during challenging operations. Ability to operate equipment as needed. Capacity to read, write, understand, and comply with documents such as safety rules and procedure manuals. Be able to work flexible schedules, including second shift and holidays.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. General Responsibilities:
 - a) Attract, retain, and motivate employees; hiring, training, developing, and empowering through coaching and correcting, as well as recognizing and rewarding. - **D**
 - b) Develop, safeguard, and teach Company and Department Policies and Procedures. - **D**
 - c) Attend and conduct in-house training and safety meetings, as well as exhibit the application and retention of all material presented. - **D**
 - d) Demonstrate the ability and willingness to follow verbal and written instructions; as well as further develop and teach professional skills, abilities, and knowledge. - **D**
 - e) Exhibit willingness to perform other duties as assigned or assist in efforts outside of department as needed. - **D**
 - f) Proficient in Microsoft Office, browser-based research tools, Kronos, and Webshare. - **D**
2. Main Responsibilities:
 - a) Design, plan, implement, direct, and evaluate dryland and on-snow training, performance standards, and programs across all athlete age groups. - **D**
 - b) Work in concert with Big Bear Ski Educational Foundation and Big Bear Mountain Resorts Marketing Department. - **D**
 - c) Ensure consistent and timely interdepartmental communications and cooperation concerning training times, on-hill space requirements, registrations, competitions, travel plans, etc. - **D**
 - d) Manage the operating needs of the Department, including but not limited to acquiring the necessary hard and soft goods. - **D**
 - e) Accomplish, personally or through delegation, the completion and maintenance of athlete/parent/guardian Code of Conduct Agreements and Waivers and information packages.

- f) Regular and successful interaction with parent(s)/guardian(s), directly and individually. - **D**
- g) Schedule to appropriate staffing levels, per budget and with limited overtime, while monitoring Kronos to ensure accuracy of timekeeping. - **D**
- h) Maintain training and competition records. - **D**
- i) Monitor Kronos to ensure accuracy of timekeeping.
- j) Ensure that all required certifications of staff are maintained. - **D**
- k) Keep Senior Management apprised of crucial information to ensure efficient and effective operations. - **D**
- l) Ensure that performance evaluations, rewards, and discipline are completed in a timely manner. - **D**
- m) Interview candidates and ensure that personnel are trained, equipped, and fit to perform their duties. - **D**
- n) Create and manage budget. - **D**
- o) Respond to emergencies that might arise during off-duty hours. - **D**
- p) Possess the ability to administer **ImPACT** testing to athletes. - **D**
- q) Works with outside Club consultant. - **D**
- r) Developing the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority while developing self-discipline and self-reliance in the athletes. - **D**

Degree of Autonomy:

A – Follows procedures or instructions

B – Makes decisions in meeting well-defined objectives

C – Assists in clarifying and defining objectives

D – Develops objectives

WORKING CONDITIONS:

Mental strain and fatigue may occasionally be caused by trying to resolve departmental issues, meeting deadlines, and balancing the wants and needs of the staff and volunteers. Handling emergency situations and working in adverse weather conditions may cause additional mental strain. Physical hazards include skiing or boarding, walking up and down steep stairways, or driving on surfaces that may be wet/frozen and slippery, as well as exposure to, blood borne pathogens, fumes, odors, dusts, mists and gases, on-mountain vehicles, electric current/shock, and hydraulic systems. Physical strain may also be caused by lifting or movement of heavy objects.

ORGANIZATION STRUCTURE

Incumbent reports to: Senior Director

Number of employees reporting directly to incumbent: 2-5

Number of employees reporting to the incumbent through subordinates: 10-30

SUPERVISION RECEIVED:

- Immediate - Incumbent performs established repetitive duties. Specific instructions provided daily.
- Close - Incumbent operates independently on assigned work, checks in routinely with Supervisor.
- General - Incumbent plans, arranges and prioritizes own work, consulting with Manager occasionally for guidance. Receives direction only on unusual or highly complex problems.
- Limited - Broad objectives are outlined. Most assignments are broad in scope without specific detail provided. Work is judged on overall results.
- None - Incumbent sets objectives and standards of performance. Work is