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| **Job title** | National Alpine On Snow Coordinator |
| **Responsible to** | National Manager – On Snow Training |

**Job purpose**

As a member of the national training and development committee (TDC), the alpine on snow coordinator is responsible to:

* Represent alpine on snow concerns for all disciplines on the national on snow team and the training and development committee (TDC)
* Help develop, maintain and revise (as necessary) the On Patrol component of the CSP training resources
* Assist to oversee the implementation of the ICP component from the national perspective
* Provide advice and collaboration to the national manager – on snow training for on snow training for patrollers
* As opportunity presents, will be involved in exporting the program to non CSP jurisdictions.

**Duties and responsibilities**

This position(s) is responsible for reporting directly to the national manager – on snow training and will be reviewed annually.

**PRIMARY RESPONSIBILITIES:**

* To ensure all on snow sections of the CSP educational collaterals (CSP On Patrol Manual, videos, on snow cards, ski evaluations, etc) are up to date and accurate for a consistent national application
* To ensure all national on snow training is being followed across the organization and marks are received by national
* To promote consistency with on snow training across the CSP
* To ensure a cooperative working relationship between the division on snow and the national education team
* To act as a support for division on snow directors
* To help organize a national on snow workshop when appropriate (design agenda, select instructors to assist, advertise, evaluate and debrief the session)
* To assist in the development of on snow training teaching aids applicable for general use in all snow disciplines across the system
* To assist in the development and maintenance of the on snow section of the training resources
* To assist in the maintenance of the training program for on snow instructors and instructor trainers in accordance with the ICP
* To complete a pre-season report to be presented at the fall national TDC meeting held in the fall of each year, ensuring past, present and future endeavours are included
* To complete an annual on snow report to be presented at the national annual conference in the spring of each year, ensuring past, present and future endeavours are included
* If able, and financially feasible, attend on snow events and division/zone competitions to continually support and promote the CSP
* Understand the dynamics, roles and responsibilities played by zone, division and national within the on snow portfolio.
* Ensure a 1, 3 and 5 year plan is in place with expectations both planned with and agreed upon with the national manager of on snow training.
* any other responsibilities as assigned.

**Qualifications**

The qualifications for this position are broken into two specific categories. All members of the training team should have the following general qualities:

* Good written and verbal communication skills
* Ability to properly manage and chair meetings in electronic as well as in person formats
* Basic budgeting skills
* Ability to discuss and manage expectations and outcomes with committee members from the national TDC
* Ability to work as a team to formulate national scope programs and solutions
* Good working relationship with the CSP office manager

As the national on snow coordinator(s), this position has specific skills and qualifications that must include, but are not limited to:

* Understanding and ability to appeal to different learning styles
* Qualified and active as either an instructor or instructor trainer in on-snow for the CSP
* Active regular member, with day to day patrol experience
* Detailed knowledge of the existing CSP education program (ICP, CSP on-snow manuals)

Additional skills that would benefit the successful candidate, while not required, are desirable:

* Previous experience as an on snow trainer at the zone and/or division level
* Previous experience as a member of the national TDC
* Exposure to different operational approaches in other divisions or zones
* Multi discipline experience (alpine, telemark, snowboard and Nordic)

All qualifications comply with provincial and federal human rights legislation.

**Direct reports**

Each member of the national on snow team is appointed by and reports to the National Manager of On Snow Training after confirmation by the Training and Development Portfolio Leader.

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| Approved by: | Andrew Hill, National Portfolio Leader Training & Development |
| Date approved: | 17 Nov 2021 |
| Reviewed: |  |

This job description has been evaluated and adopted based on an annual inventory of activities.