

Job Title: Program Director

General Job Description

The Program Director will oversee all programming for Payette Lakes Ski Club including, After School Program, private and group lessons at Little Ski Hill and Bear Basin Nordic Center, event programming. Program Director has 2-3 direct reports to assist with program implementation during winter season. The Program Director plays an integral role in fostering existing programs as well as developing new programs and partnerships. This is a year-round in person job with potential for limited remote work May-August.

Major Duties and Responsibilities

- Manage the After School Program
 - Provide main point of contact for the Program
 - Distribute scholarships
 - Continue relationships with local schools for distribution of materials related to the ASP
 - Coordinate transportation logistics
 - Recruit instructors
 - Produce all necessary print collateral for programs
 - Maintain, update and create internal personnel training, policy, and employment documentation
- Supervise Private Ski and Snowboard Lessons
- Supervise Daily Operations of the Ski School at LSH
- Coordinate and carry out events throughout the year.

Minor Duties and Responsibilities

- Assist Management with organizing, planning, and implementing growth strategies
- Assist in developing and implementing plans and goals for the program
- Provide on-hill support to lesson groups
- Help with scheduling continuing education opportunities for staff
- Provide ongoing training and development opportunities for instructors, teaching methods, class management, etc.

Hours and Schedule

- Salary DOE
- 40 hours/week Sept. 1 – April 30
- 20 hours/week May 1 – August 30
- Eligible for benefits including health, dental, vision, life, accident.
- Ski pass benefits with partner ski areas.
- Access to pro deals

Qualifications

- Be a team player! We are looking for an individual who can work well with our small management team and someone who can be a leader for their staff, community and snow sports industry. You must have strong communication, planning, and conflict management skills as well as being a self-driven individual. We operate unique programs and facilities. Your prior work experience and skillset do not need to be specific to our unique field, but having a passion for winter sports, kids, and community is essential!

Preferred qualifications:

- 2-3 years in the ski/snowboard industry
- Minimum level 1 PSIA-AASI or level 100 USSA coach
- 1-3 years in a leadership role
- Basic First Aid/CPR and Safesport current or able to refresh.
- Strong computer literacy and competent with MS Office and navigating various sales, registration, and timekeeping software.
- Spanish speaker
- B.A. Recreation/experiential education or similar relevant degree.
- CDL class B w/passenger endorsement driver's license.

Required qualifications:

Be able to lift and carry 50 lbs. Be able to work in challenging winter conditions. Advanced ski or snowboard skills. Able to work varying hours/days to accommodate seasonal needs. Clean DMV record and valid driver's license. Have your own transportation. Eligible to legally work in the U.S. Live in or be able to relocate to Valley or Adams County Idaho.