



## Nordic Program Director and Head Coach

*To apply for this position, please submit a letter of interest, resume and references to BSF Executive Director Evan Weiss: [evan.weiss@bridgerskifoundation.org](mailto:evan.weiss@bridgerskifoundation.org).*

**Reports To:** Executive Director

**Employment Status:** Full-time

**Supervises:** Nordic coaching staff

### **The Bridger Ski Foundation (BSF) Nordic Community:**

**Love where you live:** BSF is located in Bozeman, MT, in the heart of the Northern Rockies, with world-class mountain recreation. BSF grooms an incredible 70+km of xc ski trails for the community, all supported by our local skiers and a one-of-a-kind voluntary trail pass system. With grooming just five minutes from Main Street, it's easy for skiers of all ages to ski morning, noon and night. BSF's after-school programs thrive here, as do a growing masters program, the MSU Ski Team, the U.S. Para Nordic Team, and citizen skiers, making it one of the best ski cultures in the West.

Just 15 minutes from Main Street, escape on long, groomed trails up into the mountains. In addition to BSF's trails, you have easy access to: Crosscut Mountain Sports Center, Bridger Bowl, Big Sky Resort, Lone Mountain Ranch, Homestake Pass, and spring crust cruising in Yellowstone National Park. In the summer and fall, our teams take advantage of all that Montana has to offer, with stunning trails, peaks, biking, running, and more.

**Love where you work:** We think of BSF as a big family. With a professional organizational structure, you'll have the support of BSF main office, including administrative support, marketing support, and a collaborative team of program directors and coaches. We also have a large collection of rockstar volunteers.

BSF provides a competitive salary and benefits, as well as professional development opportunities.

We believe in keeping the “community” in skiing, which means we fundraise approximately 50 percent of program costs each year in order to keep program fees more affordable, and we provide \$30,000 in scholarships and financial aid each year. Here, the big picture is important; but so is each individual experience.

### **Program Goals and Responsibilities:**

The Nordic Program Director is responsible for coordinating and overseeing the Nordic program activities of the Bridger Ski Foundation, in accordance with the BSF Mission Statement and Statement of Values.

The Nordic Program Director reports directly to and works closely with the Executive Director and communicates and collaborates regularly with the BSF Board of Directors, other Program Directors, Nordic coaching staff, Nordic Committee and other program coaches, office staff, and the general BSF community.

### **Knowledge, Skills and Abilities:**

- Have a strong knowledge of Mission, Statement of Values, principles, ethics and practices of BSF.
- Lead multiple long- and short-term projects simultaneously, meeting all related deadlines; plan, prioritize, coordinate, and manage own work; work unsupervised and make decisions and solve problems independently, effectively and creatively.
- Work well under pressure.
- Have excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; communicate clearly in person and in writing.
- Manage and share pertinent information when needed.
- Be goal-oriented, persistent and persuasive in obtaining goals.
- Maintain a thorough, organized and detail-oriented approach to work.
- Maintain a commitment to youth sports and the mission of BSF.
- Embrace and reach-out to the Gallatin Valley and surrounding towns and BSF communities.
- Present, inform and motivate individuals and groups about BSF’s mission and recruit new athletes and coaches.

### **Program Director Duties**

1. Lead, plan, manage, and grow a comprehensive Nordic program, including Intro, Development, Competition, Elite, and Master’s program.
2. Develop and maintain organizational structure of BSF Nordic programs.

3. Develop and implement short and long-term strategic and business plans, to include yearly plans/goals for programs and equipment. Review strategic plan with ED and Board annually. Communicate plans to stakeholders and coaching staff.
4. Develop, prepare, and be accountable to annual budget for Nordic programs.
5. Hire, supervise, manage, develop and evaluate Nordic coaching staff.
6. Responsible for venue development and safety standards.
7. Enforce Code of Conduct and all BSF policies and procedures; communicate to parents and athletes.
8. Build and cultivate Nordic Volunteer Committee.
9. Work with the Development Director as needed to procure and cultivate sponsors and donors for Nordic programs.
10. Manage out-of-town travel for all levels of skiers traveling, including: travel arrangements/lodging; appropriate staffing at away events; work with Accounting department on travel accounting and systems.
11. Manage the procurement of team uniforms for athletes.
12. Participate in registration/accounting systems of Nordic ski programs.
13. Provide outreach and visibility for BSF locally, regionally, and nationally.
14. Work with Intermountain and U.S. Ski & Snowboard on annual race schedule; work to procure and schedule divisional, regional, and national competitions as appropriate.
15. Coordinate and manage events: races, camps, other training events.
16. Oversee management of Nordic equipment: wax trailer, radios, timing equipment, etc.
17. Develop and manage communications for BSF Nordic, including emails, website materials, social media, to include program info, results/statistics, training schedules, competition schedules, travel info and general info.
18. Contribute to BSF newsletter, annual report and other publications as needed.
19. Participate in all multi-discipline BSF events and BSF fundraisers
20. When requested, attend BSF board meetings.

**Head Coach Duties:**

1. Coordinate Nordic programs including dryland, camps, on-snow programming.
2. Develop, coordinate, and implement athletic plan for all age groups, including dryland training and ski/racing program. Communicate to athletes and parents.
3. Work to recruit and retain participants.
4. Hire, manage, train, develop and evaluate Head and Assistant Coaches
5. Set coaches' development criteria and standards and as appropriate facilitate annual education/clinic/certification opportunities for coaches to reach higher standards.
6. Meet, communicate, and collaborate with Nordic coaches on a regular basis.
7. Communicate effectively with parents and athletes in all programs.
8. Coordinate and communicate training and grooming needs to Groomers.
9. Coach athletes.



### **Mission**

Inspiring a lifelong love of skiing, athletic excellence, and personal growth. Our goal is to create opportunities through educational and competitive programs in Alpine, Freestyle, Freeskiing, Snowboarding and Nordic skiing and to groom cross-country ski trails in the Bozeman community.

### **Vision**

To be a world class community ski program.

### **Values**

- **Maximize Athlete Potential:** We provide programs that assist each participant in reaching his/her potential.
- **Quality Programs:** We provide environments that are fun and enriching.
- **High Caliber Staff:** We attract, retain and develop directors, coaches, and staff of the highest caliber, both personally and professionally. We provide ongoing training and learning opportunities for them.
- **Affordability:** We are committed to affordable and accessible introductory programs and seek community support and scholarships to help athletes as they move up the pipeline.
- **Academics:** We build relationships with the school system and work with participants so they can excel in their sport and school.
- **Safe Sport:** We protect every athlete's emotional and physical safety.
- **Volunteers:** We cultivate and grow positive relationships with BSF volunteers.
- **Community Relations:** We promote positive, productive relationships with the local community, community partners, and supporters of BSF.
- **Culture & Sportsmanship:** We expect all athletes, parents, coaches, volunteers, and employees to exhibit exceptional sportsmanship and contribute to the BSF culture and the broader community.

### **Programs and Services**

- Alpine Skiing
- Nordic Skiing
- Freestyle Skiing, Freeskiing and Snowboarding
- Community Nordic Trails