

JOB DESCRIPTION**JOB TITLE:****Team Soldier Hollow Development Coach****Job Location:****Soldier Hollow Nordic Center****Position Code: 147****Reports to:****Nordic Program Manager****Pay Grade: 6****Function Area:****SoHo Sport****Type: Part-time****Job Title: Team Soldier Hollow Development Coach*****Major Tasks, Responsibilities and Accountability*****Overall**

The primary role of the Development team Coach is to implement and assist in managing all aspects of the Devo and Devo Plus Team/program. Understand and apply Long Term Athlete Development (LTAD) philosophy to Development athletic plans. Support the vision and mission of the UAF, Fulfill the goals and plans of the Nordic club and work with other departments and UAF staff as necessary. The position reports to the Soldier Hollow Nordic Center Nordic Manager.

Development Team Coaching

- Aid in development and implement a clear and specific athletic training plan/curriculum for Development Team. Curriculum will include but not limited to: year plan, technical training, fitness training, waxing techniques, goal setting, mental training, nutrition, physical testing, equipment selection, and competition planning.
- Run the day-to-day operation of the Devo and Devo Plus programs, including but not limited to:
 - ✓ Assist in writing daily lesson plans based off of curriculum with Head Coach
 - ✓ Arrive to training session :20 minutes prior to all training sessions
 - ✓ Apply and educate athletes on kick waxing for classic sessions
 - ✓ Understand and implement sport specific and age appropriate curriculum including daily lesson plans for Devo and Devo Plus programs
 - ✓ Leave no child unattended and ensure that each child is picked up by parent/guardian at the end of each training session.
- Assist Development athletes with competition preparation: planning, rule changes, equipment checks, and logistics of the competition.
- Assist Program Manager in future development of program.

LTAD Implementation

- Ensure LTAD philosophy, principles, objectives and check lists for Learn to Train and Train to Train athletes are implemented relative to athletes developmental stage

Communication

- Implement communication tools/plan for Development team to include:
 - Assist with parent orientation at the beginning of each season
 - Ensure weekly program emails are delivered in a timely manner to parents
 - Ensure travel plans are communicated a minimum of two weeks prior to trip
- Attend all coaches meetings
- Be available to meet and communicate with parents at the beginning and end of each training session
- Report/document any injuries or accidents to parents when child is picked up at the end of training session that the incident occurred.
- Communicate accident/injury information to head coach/ program manager

Coaches Education

- Attend all coaches' education clinics organized by Team Soldier Hollow Program Manager/Head Coach and stay current with certifications, including, USSA, First Aid/CPR, and concussions.

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Training camp/ Travel Administration

- Help arrange and manage travel logistics for Development team. This includes, but not limited to, ticketing, lodging, meals, transportation. Communicate to program manager costs and to parents when payment is due.
- In conjunction with Soldier Hollow Program Manager, oversee athlete and coach annual uniform needs
- Assist Soldier Hollow Program Manager as necessary in regards to information for grants, scholarships, BOD and USOC reports.
- Assist with Sport/Public/Marketing events as necessary

Events/Site Maintenance

- Assist with the organization of competitions at Soldier Hollow
- Assist with organization and attend end-of-year banquet/Awards and other Team Soldier Hollow events.
- Assist with organization and maintenance of Devo team room.

Outreach/Recruiting

- Assist with Ski Up Week and other athlete retention programs.
- Coach Kickers and Gliders and Charter School programs as asked/available.

Required Knowledge and Essential Skills

- Excellent organizational, coordination, oral and written skills.
- Proactive and positive attitude, and able to work independently.
- Must work well in a team environment with the ability to lead.
- Proficiency with PC applications and Microsoft Office programs, such as Word, Excel, Publisher, Power Point.
- Valid driver's license.
- Minimum of 18 years of age.
- Flexible work schedule.

Minimum Qualifications

- Coaching experience that is applicable to the sport of cross country skiing.
- USSA Level 100 certification preferred.
- Must have current USSA Coach License
- Must be available 7 days a week (including weekends, evenings, and holidays as necessary).
- Safe Sport certified
- Concussion certified

Environmental Job Requirements

- Ability to work outdoors in all temperature/weather extremes

Physical Requirements

- Ability to train with athletes when necessary.
- Ability to carry wax boxes and gear for training and racing.

Required In-House Training

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice