



**Big White Freestyle
Program Director
3-Year Term**

Big White Freestyle is hiring a Program Director to lead our freestyle ski and snowboard program.

Job Title	Program Director
Physical Location	Big White, BC & Kelowna, BC
Reporting To	BWF Board Committee (President, Vice President and designated alternate)
Contract Term	Initial 3 Year Term with the possibility to extend (9 Month Probationary Period)
Compensation	Annual compensation range of \$70,000 to \$85,000 plus bonus structure, annual season's pass at Big White Ski Resort, and a winter vehicle allowance.
Qualifications	Should possess senior coaching qualifications such as but not limited to: <ul style="list-style-type: none"> • Freestyle Canada Air Level 4 or above • Canada Snowboard Competition Advanced or above • Possesses Facilitator Status • IFSA L100 or above
Expectations	Big White Freestyle expects and requires as fundamental terms of the contract that you will:



	<ul style="list-style-type: none"> • Comply with all Big White Freestyle policies, as updated from time to time; • Devote your full working time and attention as scheduled to the business of Big White Freestyle. • Ensure that your private or personal business interests do not conflict with your duties and responsibilities to Big White Freestyle. If you have reason to believe your interests may bring you into conflict with the interests of Big White Freestyle, you must, in writing, disclose these interests in advance.
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<p>Overview</p>	<p>The BWF Program Director is a paid leadership role for the club and board. The position works with the BWF Board of Directors to ensure that all the Club's programming needs are met and executed to the Board's expectations and within the appropriate laws, Memorandums of Understanding, or other relevant policies that apply to the club.</p> <p>This role is critical to the club as the program director is the subject matter expert as it pertains to coaching, events, athlete development, safety, facilities, and the membership value proposition. The program director is expected to develop and run programs that are progressive, innovative, diverse, safe, and fun. The program director will be expected to play a guiding role with the Board and help shape the future of the club, its athletes, and its programming.</p>
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<p>Strategic</p>	<ul style="list-style-type: none"> ● Participate and present at Board of Directors (BOD) meetings throughout the year ● This role will build the annual program budgets and support the ongoing monitoring of club expenditures. ● This role will identify, develop and review 1-3-5 year strategic plans which will be presented/reviewed with the board by September of each year. This includes but is not limited to: <ul style="list-style-type: none"> ○ Staff Succession Planning, Athlete Transition Planning, and long-term Coach Development Strategies ○ Evolution of existing and new programming for BWF ○ Any changes or new initiatives must be part of the strategic plan and must be presented and approved by the Board prior to any action or commitments being made ● This role is expected to help with facility development and negotiation of facility or mountain contracts. ● This role is expected to seek out and submit applications for grants as relevant. ● Support and develop a sponsorship plan and strategic relationships with sponsors
<p>Operational (Programming and Training)</p>	<ul style="list-style-type: none"> ● To oversee the development and maintenance of all club programs for all club athletes in all freestyle disciplines. This will include a structured on-snow training program, dryland training (strength and conditioning), trampoline training, water ramps, and any additional programs set by the organization. <ul style="list-style-type: none"> ○ Responsibilities will also include booking venues and developing a calendar of activities for each level of the program. ○ Prepare and present a budget for all club programs in a timely and agreed-upon manner to the BWF Board for their approval. ○ Ensure coaching contract paperwork, coaching licenses and other documentation is completed. ○ Ensure appropriate club sanctions with Freestyle BC/BC Snowboard are completed and submitted by early-bird discount deadlines ○ Set-up and monitor registration and rostering of athletes, including assessment of required skills for "team level" athletes (D-teams, Junior Comp, and Comp teams) and approval for those athletes to register for the appropriate team.

- To oversee the execution of all training for all levels of athletes year-round following the NCCP and governing body pathways.
- Work with all team coaches to ensure athletes receive timely and accurate evaluations and feedback that are documented and available to parents at a minimum of 2 times per winter season.
- Work with performance team coaches to maintain an individual file on competitive and development athletes that will include:
 - Athletes' short, medium and long-term goals
 - Evidence that the athletes have progressed towards their goals
 - Athletes evaluations (3 per year)
 - Aerial Qualifications Record
- Ensure every performance team has a long-term yearly training plan (April to April) developed and implemented that includes:
 - A yearly training plan spreadsheet that includes assessments, preparation and implementation of the following:
 - dry-land training sessions/camps
 - air training – trampoline, water ramp, airbag, and on snow
 - skiing/boarding skill training
 - competition preparation and competitions
 - ongoing nutritional and mental training preparation
 - A strength and conditioning program
 - YTP plan to comply with provincial team standards and to be submitted as required to governing bodies
- Provide recommendation for team placement for following year
- Provide coaching for athletes when deemed necessary or to the benefit of the club.
- Manages staff injury situations and oversees lead coach management of athlete injury situations in accordance with BWF/WorkSafe/Freestyle BC/BC Snowboard Guidelines and Policies.
- Establish a procedure and be responsible to ensure that all athletes are safely collected and released by their team coaches at the start and end of each training session

Operational (Coach Management)	<ul style="list-style-type: none"> ● To recruit, manage and evaluate coaching staff with board approval including the following areas: <ul style="list-style-type: none"> ○ Appropriate athlete to coach ratios. ○ Ensuring that coaches work within developed coaching programs, safety protocols and ensure all staff have appropriate up-to-date coaching certifications. ○ Coach evaluations are to be conducted for every program ○ Provide professional development opportunities ○ Work allocation ○ Payroll submission ● Set a professional development plan for yourself and the coaching staff at the beginning of each term that includes safety and coaching components. ● Working with the Board to help organize and execute coach and personal development plans approved by the Board. ● Provide athletes/parents with an evaluation form to evaluate their coach's services. All evaluations to come to the board. ● Assume coaching responsibilities for any program or group on-snow at any time if required.
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	<ul style="list-style-type: none"> ● Expected to be on-snow during training hours monitoring coaching activities and ensuring the highest-level product is being provided in adherence with Big White Freestyle Philosophy, the LTAD and strategic goals. At a minimum, this is during training hours on Saturday and Sunday during the season, but consideration should be given to supporting mid-week programming and snow operations/builds.
Operational (Facilities)	<ul style="list-style-type: none"> ● Responsible for communication and coordination with BWSR on Slopestyle requirements for training or competition purposes within Telus Park and Air Site <ul style="list-style-type: none"> ○ Work with a parent volunteer to complete routine Air Site set-up and documentation requirements ● Communication and coordination with BWSR on the build of new facilities for training or competition purposes (ie. mogul course, halfpipe) ● Help maintain the condition of club equipment by ensuring coaches, athletes, volunteers, and club members use it properly, safely, and respectfully. <ul style="list-style-type: none"> ○ Periodically inspect on-hill and Airbag equipment to determine serviceability and ensure equipment is ready for training ● Work with the Bookkeeper and Board to maintain inventory records of club assets and equipment. ● Work with the board to identify, budget, and procure new assets as needed to develop club programs and athletes

Operational (Events)	<ul style="list-style-type: none"> ● When capable, assist or serve as the Chief of Comp at BWSR hosted events with planning and execution of event details. <ul style="list-style-type: none"> ○ Coordinate tasks with BWSR i.e. Operations, Ski Patrol, Events Manager, etc. where required. ● Help manage all logistical planning with families attending regional/provincial competitions such as Freeski Competitions, Timber Tour/Shred Series, GROM events and additional training camps. Dates and budgets need to be approved by the board. ● Ensure BWF athletes have adequate coaching resources present at all BWF sanctioned events that they are attending.
Operational (Communications)	<ul style="list-style-type: none"> ● Communicate effectively with the BWF board, athletes and parents and other Freestyle organizations. ● Manage the club website ● Organize and attend meetings regarding necessary communication with athletes, parents and the board. ● Send emails and/or make phone calls where necessary to inform athletes, parents, board members, etc. of upcoming training, events, programs, etc. ● Through direct communication with the President, you will keep the board informed and involved in decision making that impacts the program direction and athletes, prior to taking action or making commitments. ● Keep a high standard of evaluation and communications by doing the following: <ul style="list-style-type: none"> ○ Perform self-evaluations and participate in BWF Performance Review sessions ○ Attend regularly scheduled coaching meetings and designated committee meetings



	<ul style="list-style-type: none"> ○ Provide updates for the Club. Work closely with the BWF Directors and communications personnel. ● Send member e-blasts as required by the club (these are weekly during the active on-snow season). ● Provide a year-end report and other reports as requested by the BWF Board.
Operational (Conduct)	<ul style="list-style-type: none"> ● It is expected that the Program Director will always conduct themselves in a professional and respectful manner. The Program Director will model exemplary coaching behaviour and refrain from negative or disrespectful communication with athletes, parents, facility or event staff, etc. If the Program Director finds themselves in a conflict or dispute they are to seek the guidance of a board member to aid in the resolution of the issue if they are unable to resolve the issue on their own. ● Abide by all the provisions of the CFSA Coaches code of conduct.

Please apply by email to President@bigwhitefreestyle.com. Applications will be accepted until Friday, April 17.