



Alaska Division Manager

Position Description

Position Summary: The Division Manager reports to the Board Chair and works closely with Program Leadership to implement the mission, strategic goals and strategic objectives of the club. The Division Manager provides direction and leadership toward achieving the organization's mission, strategic priorities, and annual goals and objectives in collaboration with staff, athletes and families, clubs, the community, and other stakeholders.

The purpose of this position is to organize and manage the Alaska Division of US Ski and Snowboard. The Alaska Division Manager will work to develop and manage a high quality organizational structure for athletes, coaches, officials, and parents in the Alaska Division of US Ski and Snowboard. This position is intended to educate and train these individuals to develop a stable infrastructure, to attract and retain participants, and support the concept of excellence in sport. This position works closely with the United States Ski and Snowboard Association (USSA), Western Region Division Leadership and Divisional Managers, Alaska Alpine Competition Committee (ACC) and Alaska Division Club Leadership.

This is a seasonal, compensation-based position of the Alaska Division. The Alaska Division Manager implements decisions and uses discretion and independent judgment while carrying out the daily and seasonal duties of the Alaska Division.

The Alaska Division Manager is a 1099 Contractor position.

Duties include, but are not limited to:

Administrative

- Reports to the Alaska Division Board of Directors Chairperson.
- Produce and manage information distribution for the ACC including upcoming meetings, selections, out of division race information, and updates from US Ski and Snowboard and Western Region.
- Coordinates Alaska Division ACC meetings in the fall, winter, spring or summer, and special retreats or committee meetings, including setting the dates and drafting the agendas.

- Works with the Western Region Calendaring Committee and ACC in the construction of the competition schedule that supports the goals and objectives of all Alaska athletes and the promotion of athletic excellence.
- Responsible for coordination and ordering of Team Coats for Western Region Championship Events and Tri Divisionals (U18 WRJC, U16 WRC and U14 WRC etc.).
- Western Regions/ Tri Divisionals trip planning, selection boards/seeding, obtaining sponsorships
- Manage all State of Alaska corporate entity filings in conjunction with Treasurer

US Ski and Snowboard Western Region Liaison

- Coordinates with US Ski and Snowboard and Western Region on Regional and National athlete selection issues as required or needed.
- Coordinates with US Ski and Snowboard and Western Region on Regional and National coaching staff when needed.
- Participates and attends three main seasonal meetings with US Ski and Snowboard & Western Region (WR ACC Fall Call, WR ACC Spring April Meeting and May Congress in Park City or virtual). Assists with coordinating voting members travel and proxies.
- Works with Western Region Director and other Divisional Representatives in Western Region to gather information on athlete development opportunities.
- Responsible for regulation of intent to compete and selection processes per US Ski and Snowboard, Western Region, and Alaska Division guidelines found in the US Ski and Snowboard Comp Guide, Western Region Handbook, and AK Handbook respectively.

Program Development

- Maintains the development pipeline for athletes, coaches, and officials so it helps to recruit and train these individuals; in conjunction with the Alpine Competition Committee (ACC).
- Coordinates and manages officials training in conjunction with the Alaska Officials Chair. This includes club visitations as needed, coaches education, development camps, and maintains a presence at championship and developmental events within various age groups.
- Manages incentive programs such as Team Alaska, and Divisional efforts to promote health of sport and competition.

Communication

- Maintains and updates the Alaska Divisional website.
- Communicates with and responds to inquiries from Clubs, Parents, Officials and Volunteers within the Alaska Division.
- Communicates with and responds to inquiries from outside the Alaska Division - Western Region staff, other Divisions or Regions, etc...
- Maintains digital records on shared drive.

Bookkeeping and Accounting

- Forecasting and data analysis of revenue streams and future planning for the economic viability of the Division.
- Works with Treasure to create and manage the Divisional annual budget and reporting.
- Daily bookkeeping of checking and savings accounts.
- Recordkeeping of the Head Taxes and Membership Dues from US Ski and Snowboard, including year-end reporting.
- Filing and reporting of annual taxes with oversight from CPA and ACC Treasurer.

Event Management

- HOSTED CHAMPIONSHIP EVENTS
 - Coordination of Western Region Championship events hosted within the Alaska Division, and assists as a staff member, MC or official as needed. Coordination includes working with ROC to provide lodging & meals packages, transportation logistics, awards, etc.
 - Assisting ROCs with other Divisional events (such as U12/U14 State Championships, Alyeska Cup, FIS events) helping to ensure the successful outcome for athletes.
- OUT-OF-DIVISION EVENTS
 - Responsible for Out-of-Division and Junior Championship Selections in conjunction with ACC. This includes FIS Event entries.
 - Manage Invoicing athletes for Western Region Championship trip costs.

Required Skills:

- Requires initiative and creativity.
- Proven organizational, leadership, and management skills.

- Effective verbal and written communication skills.
- Natural aptitude for treating colleagues, parents and athletes with fairness, consistency, and compassion.
- Experience in management of large projects or events.
- Ability to adapt and quickly solve problems in various situations.
- Flexible and able to adapt to diverse situations.
- Knowledgeable in the inner workings of US Ski and Snowboard and development process
- Alpine Ski Racing background needed for understanding of the athlete development process, and strong representation with US Ski and Snowboard and Western Region ~ either as a coach, program director, or athlete.
- Computer skills including website management, spreadsheets, bookkeeping, word processing and presentations.

SCHEDULE

The Divisional Manager should expect to work and be available during these times.

May: Estimate 20 hours a week.

Attending May Congress meetings.

Producing end of year reporting.

May AK ACC Meeting.

Reconciling any outstanding Divisional trip budgets.

June - August: Estimate 2 hours a week.

Overseeing membership revenue, banking accounts, and overall budget.

Email and phone communication with AK ACC Members, Clubs, and Coaches for upcoming competition calendar season.

September-December: Estimate 5 hours a week.

Overseeing membership revenue, banking accounts, and overall budget.

Email and phone communication with AK ACC Members, Clubs, and Coaches for upcoming competition calendar season.

Monthly AK ACC Meetings

Monthly WR Divisional Manager Meetings

Fall WR ACC Meetings / Calendaring and Site Committee Meetings

Start WR/Tri D jacket order- look for sponsor

Start WR/Tri D trip planning, once Fact Sheets are out from host ROC

January-April: Estimate 20 hours a week – but there can be some weeks where 40 hours will be necessary. This is the busiest time of the year.

Overseeing membership revenue, banking accounts, and overall budget.

Email and phone communication with AK ACC Members, Clubs, and Coaches for upcoming competition calendar season.

Monthly AK ACC Meetings

Monthly WR Divisional Manager Meetings

Fall WR ACC Meetings / Calendaring and Site Committee Meeting

FIS selection boards (if applicable) & FIS race entries

Selection boards for WR/Tri D's & seeding

Finalize WR/Tri D jacket order if applicable

WR trip planning

Miscellaneous:

- Requires high speed internet, computer access, and cellular phone. These items are not provided, nor paid for by the Alaska Division.
- Per diem and travel will be covered by the division as well as any out-of-pocket expenses when traveling for this position.
- The Alaska office will be housed at the residence of the Divisional Manager.

Terms of Employment

This job description does not constitute an employment contract nor guarantee employment for any definite period of time. Hiring and continued employment are at the will of US Ski and Snowboard Alaska Division and the contractor.

Compensation

\$15,000 for the competition season (May - April)

Agreed:

AK Division Manager

Date

Alaska Division ACC Board Chair

Date