

**Job Title:** Assistant Nordic Ski Coach

**Job Purpose/Description:** The assistant coach assists the head coach in all aspects of administration of the intercollegiate cross-country ski program including but not limited to: Training, race support, travel logistics, budget management, equipment purchasing and maintenance, fundraising, and ensuring compliance with NCAA, CCSA and College rules and regulations.

**Required Qualifications:** A Bachelor's Degree; AND previous college skiing experience; OR an equivalent combination of education, training and experience

Strong oral and written communication skills

Strong teaching ability

Ability to emulate, support and represent the values and mission of the College of St. Scholastica and its skiing program

Valid driver's license

AED/CPR certification within six months date of employment

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Mobility to work in a typical athletic and office setting. Ability to communicate effectively with current or potential student-athletes. Must be able to work indoors and outdoors in conditions that include extreme temperatures and noise. Need to be able to carry up to 50lbs, get around on cross-country skis, drive and travel for long periods of time and work irregular hours.

**Key Responsibilities & Duties:** Fall and winter practice planning and implementation

Assist in recruitment operation and strategy

Effective use of Google Drive applications

Effective use of Coaches Eye and iMovie for technical analysis

Effective use of FrontRush, and other communications methods to message and communicate with prospective student-athletes and their parents

Conduct student-athlete evaluations and goal setting meetings

Assist with problem solving and motivation of student-athletes

Assist with student-athlete athletic and personal development planning strategies and implementation

Create off-season training plans

Maintain team social media accounts (Facebook, Instagram)

Alumni communications

Assist or lead team fundraising efforts

Plan and organize several community service projects throughout the year

Ski room management and gear maintenance including but not limited to: ski prep, cleaning, glide waxing, kick waxing, binding mounting, pole cutting, roller ski maintenance.

Organize team travel, reserve vans, find lodging, organize meals, manage travel rosters, etc

Assist with big picture vision for Varsity and Development Team inters-quad dynamic and culture

Ensure integration of the skiing program activities into college mission and culture

**Scope:**

Part-time, 7 months (October to April). Stipend ranges based on experience and availability.