

Eastern Region Director of Education and Programs Job Search

The Professional Ski Instructors of America and the American Association of Snowboard Instructors (PSIA-AASI) Eastern Region are searching for a new Education and Programs Director who will work with the existing Director to learn and assist with the Eastern Region operations over the 23-24 season and, assuming they demonstrate the requisite skills and aptitude, will transition into the permanent role as the Director of Education and Programs in the spring of 2024.

The Director of Education and Programs (DOEP) must be committed to advancing snowsports instruction by developing and supporting a curriculum of events and assessment across a range of disciplines. The successful candidate must:

- use new and existing resources to ensure our members and member schools are able to meet the needs of their students and resorts.
- be detailed oriented and able to multi-task several complex projects at one time.
- stay up to date with the latest PSIA-AASI standards, assessment forms/processes and supporting materials across all disciplines.
- embody superb people skills and be confident in engaging and leading individuals from a variety of backgrounds and disciplines.
- be energetic, passionate, and able to clearly communicate objectives.

The Eastern Region is a 501(c)(6) organization with approximately 10,000 members from Maine to North Carolina, and represents nearly one-third of all PSIA-AASI members nationwide. The Eastern Region conducts nearly 500 educational and assessment events a year, including our premier ProJam/Master's Academy event which involves over 600 staff and participants.

The Eastern Region of PSIA-AASI does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Director of Education and Programs Job Description

The Director of Education and Programs reports to the Eastern Region CEO and interacts regularly with Eastern Region office staff, discipline coordinators, team coaches, regional and national committee and taskforce members, board members, and the education field staff. The DOEP manages two full time/year round employees, and develops and manages a staff of more than 200 trainees/clinicians/examiners in order to build and support a schedule of educational programs and assessments across a range of disciplines including: Alpine, Adaptive, Telemark, Cross Country, Snowboard and specialty programs such as children's education, racing, freestyle, skate-to-ski, and more.

Primary Responsibilities and Duties:

- Oversee all responsibilities performed by Ed and Programs Assistants related to scheduling, event staffing, and administering events, including major events such as the Snowsports Management Seminar, Snow Pro Jam/Master's Academy, and Spring Rally.
- Maintain and develop field and office staff by recruiting, selecting, orienting, and training employees. Ensure a safe, secure, and legal work environment. Communicate job expectations, develop personal growth opportunities and coordinate and/or complete performance appraisals.
- Work with national Director of Education, Education Leadership Council (ELC), discipline coordinators and coaches to develop and implement training programs.
- Lead the education direction and oversee development of new educational programs, all written materials, assessment guides, educational materials, webinars, event descriptions and outlines, Eastern website information as well as any necessary updates to those educational materials, with the assistance from office staff, committees and taskforces.
- Work with Discipline Coordinators and Coaches to evaluate the assessment results, member surveys, and event participation. Identify areas for improvement, prepare written reports, and implement changes.
- Network and build professional relationships with members, resorts, and the snowsports community to support our initiatives and address questions, concerns, and complaints.
- Other duties, including but not limited to: assignments from the Eastern CEO, assisting with payroll processing, serving in various capacities on eastern and national committees, preparing materials for the SnowPro newsletter, coordinating uniforms, enforcing policies and procedures, and working with all Eastern region office staff to ensure the highest level of member service.

Interim Director of Education and Programs Roles and Responsibilities:

During the 2023-2024 season the new Director of Education and Programs will work with the current DOEP in order to learn the job functions, support the operations of the department, and support the member services department in order to gain a full understanding of the functions of the organization. Specific responsibilities may include:

- Helping to develop the 23-24 event schedule and updating event descriptions.
- Helping to prepare staff contracts, onboarding, staff scheduling and reviewing payroll.
- Supporting major events like tryouts, ProJam/Master's Academy and Snowsports Management Seminar.
- Supporting online educational programs.
- Reviewing 22-23 event feedback and proposing improvements.
- Participating, and/or leading, as appropriate, some committee meetings.
- Work with the Eastern Team in a managerial capacity, including coordinating training opportunities and attending the 2024 National team Selection in a supporting role.
- During the peak winter months (Dec – Mar), working in Member Services 16 hours a week to answer member calls.

Job Requirements:

- Five plus years of Snowsports School Management experience is preferred.
- PSIA-AASI LIII certification. Education Staff is preferred.
- Bachelor's degree or equivalent work experience is required.
- Mastery of key skills for decision making including problem solving, logical reasoning and emotional intelligence.
- Strong organization and written/verbal communication skills are required.
- Skillfully uses tact and diplomacy in interactions with all relevant parties.
- Ability to work on multiple projects simultaneously.
- Strong ethical code.
- Maintains a positive attitude and is open to feedback.
- Experienced and comfortable using scheduling, payroll, video conferencing platforms like Zoom, and Microsoft Office products.
- Social media interest/experience/aptitude a plus.
- Ability to work onsite in the Albany office at least once a month, or more, is preferred.
- Some travel is required.

Pay and Benefits:

This is a full-time, salaried, benefited position. Pay range of \$65,000 to \$90,000 is based on experience. Compensation including health insurance, leave, retirement plan match of up to 3% of salary, and other benefits will be discussed with candidates.

How to Apply:

To be considered please email the following materials in confidence to Kathy Brennan, CEO PSIA-AASI Eastern Region at kbrennan@psia-e.org.

- Cover letter highlighting related experience and goals
- Detailed Resume
- Contact information for three business references