

## **PSIA-AASI Eastern Region**

### **Nordic Cross Country (X-C) Assistant Coordinator Job Description**

Hired by: Director of Education and Programs (DOE&P) and the Eastern AASI Coordinator.  
Reports to: The X-C Assistant Coordinator reports directly to the DOE&P  
Works with: Works closely with the Nordic Coordinator and the Eastern Office Staff  
Length of Service: The X-C Assistant Coordinator position is a four-year term with a performance review by the AASI Coordinator and the DOE&P on an annual basis.

The Nordic Cross Country Assistant Coordinator will be a highly experienced and educated Cross Country educator and trainer that will aid in the development and scheduling of X-C programs and clinics in the Eastern Region. She/He will also assist in the development and the implementation of the educational needs of the Nordic Cross Country Education Staff.

#### **The primary responsibilities of the Cross Country (X-C) Assistant Coordinator are:**

- Review X-C event bids; contact prospective host areas; set up and confirm the Nordic X-C Schedule of Events.
- Assist with the planning and implementing of X-C staff training.
- In cooperation with Education and Programs, staff all X-C events; contact staff to make assignments.
- Assist Education and Programs with arranging for lodging for all X-C events.
- Maintain consistent communications with division office related to arrangements for all events.
- Monitor and evaluate all X-C staff.
- Assist the Nordic Coordinator in the submission of reports to the Board of Directors as needed.
- Attend National meetings as required and approved by the Director of Education and Programs.
- Assist Nordic Coordinator with necessary record keeping and administrative details pertaining to X-C.
- Assist the Nordic Coordinator with X-C certification processes and develop/maintain related materials. Adopt and implement national assessment tools and promote alignment and consistency with the process and scoring of other regions.
- Write articles for divisional and national publications.
- Respond to member correspondence.
- Assist in marketing of Nordic discipline.

#### **Compensation:**

Nordic Cross Country (X-C) Assistant Coordinator annual salary range is \$500.00-\$700.00 based upon experience and performance. Payment is made in two installments, one in October and one in April.

The coach's per diem and appropriate expenses will be paid for conducting training days and any days working as a PSIA-E examiner/trainer.

#### **Timeline:**

All interested parties need to submit a resume, a cover letter, and the name and contact information for two references from within the industry. These should be emailed to Don Haringa ([dharinga@psia-e.org](mailto:dharinga@psia-e.org)) by the end of the day on Sunday, July 16, 2023.

