



Tahoe Donner Association Job Description

Job Title: Cross Country Ski Instructor Level I
Job Code: 630
Department: Cross Country
Reports To: Cross Country Manager
Class Code: 9180
FLSA Status: Non-exempt
Salary Level: Hourly 8
Pay Range: \$12.06 – \$14.44 per hour
File Name: XC Ski Instructor I.doc
Prepared Date: 4/6/07, updated 10/1/14, 9/25/15, 12/1/16

SUMMARY

Under the direction of the Cross Country Manager, the XC Ski Instructor Level I is responsible for teaching adult and children ski classes and assisting with ski school organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

- Provide excellent customer service to customers, employees and business partners.
- Teach adult and children ski classes in cross country techniques appropriate to the student or group's abilities, fitness and needs.
- Seek opportunities to improve current knowledge of teaching and skiing techniques.
- Assist ski school students with proper ski equipment use and proper ski techniques.
- Assist checking trail users have a season pass or day ticket.
- Assist with rental shop service, customer information, and retail as needed.
- Assist with area set up, races, promotions and special events as needed.
- Assist with snow removal including shoveling and clearing snow from walkways, stairs, equipment and other areas as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training in the ski business; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Professional Ski Instructors of America (PSIA) cross country certification Level I, or equivalent cross country teaching ski experience required.

Current Professional Ski Instructors of America (PSIA) membership recommended

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to write routine reports and correspondence. Ability to communicate effectively with groups of customers or employees of organization and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain stationary, move, and communicate. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; ascend, descend or balance; position oneself close to the ground; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside mountain weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE