



## **Tahoe Donner Association Job Description**

**Job Title:** Ski and Snowboard School Instructor Level I  
**Job Code:** 300  
**Department:** Ski School  
**Reports To:** Ski and Snowboard School Manager  
**Class Code:** 9184  
**FLSA Status:** Nonexempt  
**Salary Level:** Hourly 8  
**Pay Range:** \$10.55 - \$13.75  
**File Name:** Instructor Level I  
**Prepared Date:** 10/28/09, updated 4/30/11

### **SUMMARY**

The Ski and Snowboard School Instructor Level I is responsible for teaching adult and children ski or snowboard classes and assisting with ski school organization, special events, races and other ski area activities.

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

Provides excellent customer service to customers, employees and business partners.

Must demonstrate proficient skills in skiing or snowboarding ability.

Teach adult and children ski or snowboard classes according to experience and level.

Assist with area set up, races, promotions and special events.

Maintain current knowledge of teaching and skiing or snowboarding techniques.

Assist ski school students with proper ski/snowboard equipment use and proper ski or snowboard techniques.

Assists 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 related experience and/or training in the snowsports business

**CERTIFICATES, LICENSES, REGISTRATIONS**

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

Current certification in ski binding procedures (will certify as needed)

Current Professional Ski Instructors of America (PSIA Level I) certification or equivalent required.

Possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier is recommended.

**LANGUAGE SKILLS**

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

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**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 stand, walk, and talk or hear. 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; climb or balance; stoop, kneel, crouch, or crawl; 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 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