



**POSITION:** Snow Sports Teams Coordinator      **GRADE LEVEL:** H7  
**DEPARTMENT:** Ski and Snowboard School      **FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Ski and Snowboard School Manager      **DEPT NO:** 220

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### **POSITION SUMMARY**

The role of Snowsports Teams Coordinator is to provide organizational support to all of the Ski and Snowboard School operations from both a planning and operational viewpoint. Working directly with the Snowsports School Director in the implementation of the season's initiatives, along with having a daily guest facing presence in support of our products and services ensuring an exceptional guest experience. This position is responsible organizing and training all season-long program participants, to include all communication duties with all programs including but not limited to Race Team, Master's Team, Recreational Team, Sunday Speedsters, and TD Tykes. This position reports directly to the Ski and Snowboard School Manager.

### **ESSENTIAL FUNCTIONS**

(The following statements are intended as general illustrations of the work in this job class and are not all inclusive for specific positions).

1. Provides excellent customer service to customers, employees and business partners.
2. Coaches team participants on proper form, technique and equipment.
3. Maintains safety and skier/snowboarder responsibility as top priority while skiing/riding and teaching.
4. Teaches adult and children ski and snowboard classes according to experience and level.
5. Assists with area set up, races, promotions and special events.
6. Assists participants with proper equipment use and proper skiing or snowboarding techniques.
7. Set up racecourses and timing equipment
8. Assists with snow removal including shoveling and clearing snow from walkways, stairs, equipment and other areas as needed.
9. Communicates regularly with all program participants in-person, as well as via phone and email.
10. Oversees all season-long programs to ensure that they are being taught to the Tahoe Donner Standard.
11. Other duties as assigned by the Ski and Snowboard School Manager or senior management.

### **JOB QUALIFICATIONS**

- Demonstrates excellent communication and "People" skills; Must love dealing with people.
- Must be able to work long and irregular hours
- Must be willing to work holidays and busy periods
- Requires possession of a valid class C Driver's license with a driving record meeting the minimum standards required by the Association Insurance Carrier.
- Current Cardiopulmonary Resuscitation (CPR) and First Aid Certifications recommended.
- Current Professional Ski Instructors of America (PSIA), United States Ski and Snow Board Association (USSA) certification or equivalent preferred.
- Current certification in ski binding procedures (will certify on the job)

These skills and abilities are typically acquired through the completion of a high school diploma or associate degree from a two-year college or technical school plus one year relevant experience and/or training in the snow sports business; or an equivalent combination of formal training, education and experience which demonstrates the ability to perform all of the duties of the position.

## Working Environment-Snowsports Teams Coordinator

Mark (X) the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this position on a daily basis.

**Key:**

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time.
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time.
- C (Constantly)** Occupation requires this activity more than 66% of the time.

**PHYSICAL EFFORT**

Frequency:	N	O	F	C
1. Sitting			X	
2. Standing			X	
3. Walking			X	
4. Bending over		X		
5. Crawling		X		
6. Climbing		X		
7. Reaching overhead		X		
8. Crouching		X		
9. Kneeling		X		
10. Balancing		X		
11. Pushing or pulling		X		

**PHYSICAL EFFORT (Continued)**

Frequency:	N	O	F	C
12. Lifting or carrying			X	
A. 10 lbs or less			X	
B. 11 to 25 lbs		X		
C. 26 to 50 lbs		X		
D. 51 to 75 lbs		X		
E. 76 to 100 lbs		X		
F. Over 100 lbs		X		
13. Repetitive use of hands/arms			X	
14. Repetitive use of legs			X	
15. Eye/hand coordination				X

**Yes or No:**

	Y	N
16. Driving cars, trucks, forklifts & other equipment	X	X
17. Being around equipment and machinery	X	
18. Walking on uneven ground	X	

**MENTAL EFFORT**

Frequency:	N	O	F	C
1. Directing others				X
2. Writing				X
3. Using math / calculations				X
4. Talking				X
5. Working at various tempos				X
6. Concentrating amid distractions				X
7. Remembering names				X
8. Remembering details				X
9. Making decisions				X
10. Working rapidly				X
11. Examining/observing details				X
12. Discriminating colors				X

**ENVIRONMENTAL FACTORS**

Frequency:	N	O	F	C
1. Inside				X
2. Outside		X		
3. Humid		X		
4. Hazards	X			
5. High places	X			
6. Hot	X			
7. Cold	X			
8. Dry	X			
9. Wet	X			
10. Change of temp		X		
11. Dirty	X			
12. Dusty	X			
13. Odors	X			
14. Noisy	X			
15. Working w/others				X
16. Working around others				X
17. Working alone				X

Tahoe Donner Association has reviewed this job description to ensure that the essential functions and basic duties have been included. All items listed above on the Working Environment Addendum are considered to be essential functions of the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Management reserves the right to revise the job description when circumstances of the position change.