

Nordic Program Director

Job Description

Reports to: Executive Director

Position Summary: The Nordic Program Director is responsible for all aspects of the Nordic Program. The Nordic Program Director is hired and directly supervised by the Executive Director.

Nordic Director Responsibilities:

1. Management and Administration

- a. Provide input in planning and business development for the organization.
- b. Assist in the development of organizational goals and objectives consistent with the mission and vision of the organization.
- c. Provide recommendations on operational policies.
- d. Provide monthly, quarterly, and annual reports to Executive Director for the Board of Directors.
- e. Represent the Bend Endurance Academy to community groups and other organizations to promote and support the organization and its mission.
- f. Provide timely information and materials to the Executive Director to promote and support the Nordic Program.
- g. Work with Executive Director to develop and implement fundraising strategies and events to support the organization.
- h. Provide support for fundraising and special events for the organization.
- i. Follow Bend Endurance Academy purchase and invoice policies.
- j. Adhere to all Bend Endurance Academy policies and procedures.

2. Program Development and Management

- a. Develop and implement all aspects of youth Nordic programs for beginner, intermediate, and competition level athletes.
- b. Provide opportunities to engage Bend Endurance Academy athletes in community events to promote personal growth and instill a sense of responsibility to the community.
- c. Maintain a record of program enrollments and expenditures, and manage program budget within provided guidelines.
- d. Complete travel "income/expense" reports for all Nordic trips and camps.
- e. Develop and implement evaluation methods for all Nordic programs. Share and utilize feedback for program development and improvement.

3. Athlete Recruitment

- a. Develop and implement recruitment strategies in order to fill and support Nordic programs from pre-school aged to high school aged athletes.
- b. Recruit and develop athletes to foster the growth of the sport and the organizational brand.

- c. Network within the greater community to promote Nordic Program and the organization.

4. Coaching duties

- a. Ensure a safe environment.
- b. Determine suitable training methods and competition strategies.
- c. Design and implement a developmentally appropriate training program.
- d. Organize and conduct races, events, trips, and travel to camps and competitions.
- e. Establish and maintain a position and professional work environment.
- f. Administer approved personnel policies.
- g. Ensure legal hiring and termination procedures.
- h. Provide for adequate supervision and evaluation of all staff and volunteers.
- i. Purchase, record, maintain, and repair equipment.
- j. Maintain an open line of communication with participants and parents.

5. Training and Management of Coaches

- a. Hire and supervise paid and volunteer coaches.
- b. Train and support paid and volunteer coaches.
- c. Provide educational materials and clinics for paid and volunteer coaches.

6. Skills and Physical Requirements

- a. Good physical condition.
- b. High level of energy and motivation.
- c. Good communication skills.
- d. Appropriate knowledge of age specific coaching principles including technical, physiological and theoretical applications.
- e. Ability to instruct through audio, vision and kinesthetic cues.
- f. Ability to work long hours, evenings, and weekends.

7. Other Requirements

- a. Travel as needed for programs, camps, and trips.
- b. Driver's license with clear driving record.
- c. Other duties as requested and required.