



*Vision: For anyone in the Fairbanks community to be able to experience the enjoyment and benefits of cross country skiing*  
*Mission: To provide the opportunities, programs, facilities, and expertise to grow and support lifelong cross country skiers.*

### **NSCF Job Description: FXC Head Coach**

**Job Title:** Head Coach  
**Program:** FXC

Full-time  
**FLSA Status:** Nonexempt

**Reports to:** Skier Development Oversight Committee, NSCF Board  
**Primary Location:** Birch Hill Recreation Area

**Summary of Position:** The Head Coach is a year-round position and involves 5-6 days and 40 hours of work per week, although additional hours are required at busier times such as key race weekends, trips and training camps. The Head Coach supervises all levels of the program, with primary coaching responsibilities for the Comp Team. In addition, the head coach is expected to lead the coaching staff, participate in club meetings and planning, and serve as the face of the program at parent, club and community meetings.

#### **Responsibilities & Duties:**

##### Training and Competition

- Conduct regular training sessions for program members
- training and competition plan modifications for individual group members according to team practices and norms
- Travel with team and act as driver, chaperone and coach for out of town training and competition trips
- Assist in pre-race and race day ski service for Town Races, Besh Cups and Senior Nationals including wax room set-up and clean-up, wax testing and application
- Provide standard pre-race, in-race, and post-race services to program athletes including – but not limited to – developing warm-up and competition plans, providing splits, feeds, and pole-support, cheering, and post-race evaluation
- Support program athletes as part of Team Alaska coaching staff at Junior Nationals

##### Programs

- Design a training plan for the Comp Team with input from assistant coaches
- Work with high school ski coaches to develop a complementary training program between FXC and local HS programs through the HS season.
- Design or oversee assistant coaches in designing training plans for Prep and Jr. Devo Teams
- Oversee programming for Comp, Prep, Jr. Devo and Masters programs.
- Work with assistant coach(es) to design modified training programs for Post-Graduate or Home School Comp Team Athletes as appropriate
- Participate in yearly program evaluation and planning meetings
- Conduct yearly self-evaluation and goal meetings for Comp Team athletes

- Assist with major team events and fundraisers as needed
- Ensure follow-through of Comp Team community service requirement

#### Communications

- Respond all job-related email, text and phone correspondence in a timely manner
- Assist in program promotions through social media, website and other outlets
- Email weekly and monthly or seasonal schedule updates to families
- Conduct parent presentations twice per year (May and November)
- Conduct introductory program presentation in the late winter
- Conduct athlete presentations as appropriate
- Participate in outreach activities, and answer questions from prospective athletes and families
- Meet with athletes, parents, and families as needed
- Submit bi-monthly or seasonal program reports to NSCF Board of Directors one week in advance of their monthly meetings

#### Financial

- Develop and implement annual program budget
- Submit receipts and expense reports to club administrator according to established procedure
- Work with assistant coach(es) and club administrator to ensure that program tuition fees are tracked
- Review and submit assistant coach timesheets to treasurer twice per month for payroll processing

#### Administrative

- Oversee program administration, including management of registration and medical emergency paperwork
- Work with assistant coaches to manage team uniforms, equipment and supplies, including monitoring, inventory, maintenance, purchasing and repairs as needed
- Oversee travel planning and organization with parent volunteers and/or assistant coaches for race trips and training camps
- Lead monthly FXC staff planning meetings
- Submit bi-monthly or seasonal program reports to NSCF Board of Directors one week in advance of their monthly meetings
- Participate in NSCF BoD or staff meetings as needed
- Participate in NSCF Skier Development Oversight Committee meetings
- Participate in Cross Country Alaska Competition Committee monthly teleconferences and annual spring summit
- Work with Volunteer Coordinators to ensure clear communication with families and smooth organization of parent-lead fundraisers.

#### With Athletes

- Conduct oneself as a model of professionalism by being early, prepared and presentable
- Be a role model for youth and an advocate for life-long participation in skiing and sport

#### General

- Properly maintain and care for any equipment that is property of or loaned to the club or program, including team van and trailer.

**Skills & Abilities Required:**

- Extensive knowledge of cross-country ski technique, training and racing.
- Excellent written and verbal communication skills
- Effective teaching and group facilitation skills
- Enthusiasm and experience coaching youth
- Knowledge and experience with design and implementation of training for youth sport in conjunction with a long-term athlete development framework and ideals
- USSA L100 or higher Coaches Certification or equivalent
- Cross Country Ski Racing at the Collegiate or Higher level
- Computer Skills: Email and basic web skills, word processing, spreadsheet, social media, video editing
- Valid driver's license and experience driving large passenger vehicles
- Ability to pass a background check

**Preferable, but not required skills and experience:**

- Bachelor's degree or higher
- Post-secondary coursework in exercise science, pedagogy, or related fields
- Experience driving trailers

**Core Competencies:**

- Excellent and timely communication through a variety of means
- Excellent organization and time management
- Ability to work cooperatively with individuals of all ages including program participants, parents, and community members
- Ability to complete independent projects in a timely manner with minimal oversight
- Analytical and decision-making skills
- Solution-focused and creative problem-solving
- Desire for continued self-improvement
- Ability to give and receive constructive criticism

**Reporting to this position:** Paid assistant coaches, volunteer coaches and parent helpers

**Physical demands:** This job demands the ability to work both indoors and outdoors in all weather conditions, the ability to lift weights of up to 75 lbs above and below waist height, and to be on ones feet for 8 hours or more per day. The assistant coach must possess the fitness and skill to effectively demonstrate a range of sport skills and to ensure the safety of the group members on group outings.

**Other:** While the primary location of training is Birch Hill Recreation area, the head coach must possess reliable transportation to work at a range of locations in and around the Fairbanks area. The job requires working weekends and holidays, and frequent workdays of more than 8 hours. The Head Coach must be able to travel for various competition and training trips throughout the year. However, many work assignments can be completed on a flexible schedule.

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## **NSCF Job Description: Director of Skier Development**

**Job Title:** Director

Part-time

**Program:** FXC, Jr. Nordics, Adult Lessons

**FLSA Status:**

**Reports to:** Skier Development Oversight Committee, NSCF Board

**Primary Location:** Birch Hill Recreation Area

**Summary of Position:** The Director of Skier Development (DSD) is a year-round position which involves varying amounts of work throughout the year. The DSD oversees all levels of the Skier Development Programs, and ensures that the programs are conducted according to an overall club development philosophy. This position may be held by the Head Coach of the FXC program.

### **Responsibilities & Duties:**

#### Programs

- Work with Skier Development Program Staff to oversee a club-wide, stream-lined development philosophy to serve a full-range of participants in the Fairbanks community.
- Work with Skier Development Program Leaders to conduct coaches education, primarily at the start of winter (early November), but with other possibilities throughout the winter.
- Develops, updates and maintains education materials for coaches.
- Participate in yearly program evaluation and planning meetings
- Run two skier-focused events each winter, such as the Winter Carnival and Interior Youth Festival

#### Communications

- Respond to all job-related email, text and phone correspondence in a timely manner
- Assist in program promotions through social media, website and other outlets
- Participate in outreach activities, and answer questions from prospective athletes and families
- Submit bi-monthly or seasonal program reports to NSCF Board of Directors one week in advance of their monthly meetings

#### Financial

- Work with program leaders and SDOC to develop and implement annual program budget
- Submit receipts and expense reports to club administrator according to established procedure

#### Administrative

- Participate in NSCF BoD or staff meetings as needed
- Participate in NSCF Skier Development Oversight Committee meetings

#### General

- Conduct oneself as a model of professionalism by being early, prepared and presentable
- Be a role model for youth and an advocate for life-long participation in skiing and sport
- Properly maintain and care for any equipment that is property of or loaned to the club or program

**Skills & Abilities Required:**

- Extensive knowledge of cross-country ski technique, training and racing.
- Excellent written and verbal communication skills
- Effective teaching and group facilitation skills
- Enthusiasm and experience coaching youth
- Knowledge and experience with design and implementation of training for youth sport in conjunction with a long-term athlete development framework and ideals
- Computer Skills: Email and basic web skills, word processing, spreadsheet, social media, video editing
- Valid driver's license
- Ability to pass a background check

**Preferable, but not required skills and experience:**

- Cross Country Ski Racing at the Collegiate or Higher level
- Bachelor's degree or higher
- Post-secondary coursework in exercise science, pedagogy, or related fields
- USSA L100 Coaches Certification or equivalent
- Knowledge and experience with design and implementation of training for youth sport in conjunction with a long-term athlete development framework and ideals

**Core Competencies:**

- Excellent and timely communication
- Excellent organization and time management
- Ability to work cooperatively with individuals of all ages including program participants, parents, and community members
- Ability to complete independent projects in a timely manner with minimal oversight
- Analytical and decision-making skills
- Solution-focused and creative problem-solving
- Desire for continued self-improvement
- Ability to give and receive constructive criticism

**Reporting to this position:** FXC Head and Assistant Coaches, Junior Nordics Coordinator and Coaches, Adult Lessons Coordinator and Coaches

**Physical demands:** This job demands the ability to work both indoors and outdoors in all weather conditions, the ability to lift weights of up to 75 lbs above and below waist height, and to be on ones feet for 8 hours or more per day.

**Other:** While the primary location of training is Birch Hill Recreation area, the head coach must possess reliable transportation to work at a range of locations in and around the Fairbanks area. The job requires working weekends, and may include workdays of more than 8 hours.

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