



JOB DESCRIPTION SPORT DEVELOPMENT AND PERFORMANCE DIRECTOR

Job Profile (June 23, 2015)

Organization Summary: Central Cross Country Ski Association (CXC Skiing) is recognized by the United States Ski and Snowboard Association (USSA) as the Regional Governing Body for the sport of cross country skiing in the Central Region. As such, CXC Skiing is the official representative to the USSA and is recognized as a Community Olympic Development Program by the United States Olympic Committee (USOC). CXC Skiing is focused on sport development; athlete, coach and official education and certification; sanctioning regional events; organizing and training CXC Team athletes for National and International competitions. CXC Skiing regional headquarters is located in Madison, WI.

Job Title: Sport Development and Performance Director

Summary: Field service position providing service and support focused on education, communication and leadership to coaches and clubs, facilitating the success of CXC clubs as businesses and organizations. Provide technical and sport science education and support to coaches and clubs with the goal of enhancing athlete performance.

Essential Functions, Duties and Responsibilities:

- Serve as the primary communication medium for CXC Skiing to coaches and clubs in the USSA Central Region.
- Serve as a field service consultant for coaches and clubs on operations, administration and technical matters.
- Serve as a contact and resource for prospective new clubs in the USSA Central Region.
- Promote utilization and provide delivery of all CXC Skiing Programs and Services.
- Communicate and educate clubs and coaches about the national and regional performance goals, best management practices, age-appropriate training, and the national pipeline.
- Regularly visit clubs, attend key high school, regional and national events and competitions.
- Assist with existing CXC Skiing Programs and contribute to the creation and development of new programs and services.
- Serve as a field service consultant and educator for coaches and clubs on technical and sport science subjects and services.
- Plan and carry out 1-2 day visits providing education and service in key areas such as technique, basic physiology & biomechanics, nutrition & drug awareness, athlete development, and training planning.
- Plan and organize CXC Annual Coaches Conference/Certification
- Make regular reports and maintain accurate performance, club visits and club resource data
- Serve as a staff liaison for assigned committees
- Perform other duties as assigned
- Manage CXC/USSA Club Certification Program, guiding the clubs through the process and advising on available tools and models for the clubs to accomplish this.
- Manage CXC Club Recognition Program.
- Actively promote all CXC/USSA membership levels
- Manage CXC/USSA coaches and clubs membership processing and database.



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Technical Competencies:

- Proficiency with computers especially with the following programs ... MS Word, Outlook, Excel, and Power Point
- Excellent organizational, presentation and communication skills
- Practical background with filming athletes, ability to critique performance and provide feedback
- Strong knowledge of all cross country ski techniques, various training protocols and other aspects of sport science to aid athlete training and future performance
- Ability to communicate effectively in front of an audience at coaching clinics and/or clubs

General Job Qualifications:

- Bachelors degree or higher in related field preferred.
- Experience in and affinity for sport science and technology.
- Experience presenting at coaches clinics is a plus.
- Minimum of ten years' experience in coaching, including having coached athletes to the top 10 national level is preferred.
- Minimum of five years' experience as a head coach preferred.
- Practical understanding of clubs and long-term athlete development; and a basic understanding for CXC Skiing structure, role and objectives.
- Demonstrated competence in club operations, administration and governance.

Performance Management Accountability:

- Model behaviors that support and demonstrate commitment to organizational values.
- Identify issues and problems and seek to proactively develop and implement solutions.
- Work collaboratively with other CXC Skiing staff members to facilitate the coordination and integration of CXC Skiing services and programs.
- To continue enhance skills in the field.
- Ability to relocate to Madison, WI preferred.
- Ability and willingness to travel 40-50% of the time

This job description outlines the primary roles and responsibilities include but not limited to the position. Other duties may be assigned.

Interested candidates should direct cover letter, resume, list of references and salary history to yuriy.gusev@cxcskiing.org or mail to: CXC Skiing, P. O. Box 930442, Verona, WI 53593

Resumes will be accepted until 5pm on Friday, July 15, 2015.



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