



Job Title: ARROWHEAD ALPINE PROGRAM DIRECTOR
Reports To: Executive Director
Rate of Pay: Negotiable
Shift: September - April
FLSA Status: Non-Exempt, Salary
Prepared By: Executive Director
Prepared Date: February 16, 2026

SUMMARY

The Arrowhead Ski Team Program Director's primary focus is to design and run the programs for alpine participants and coaches within and out of the ski season.

The program director must work towards and execute the overall goals of Utah Mountain Sports Academy and Arrowhead Ski Team; which are: To provide a safe, fun, and educational atmosphere for all team participants in order to create a long-standing and prominent alpine ski team. The Alpine Program Director is responsible for establishing the philosophy, designing the structure, leading and evaluating the staff, and developing student-athletes through a comprehensive long-term-athlete-development alpine ski racing program. This program consists of, but is not limited to, the following domains: student-athlete development, physical fitness and nutrition, technical and tactical, mental and social including academic-athletic support and balance, equipment, and competition. The Alpine Program Director reports directly to the Executive Director and works in close collaboration with Sundance Mountain Resort General Manager, Mountain Operations, Race Department, and community leaders and constituents of UMSA and AST. All alpine head coaches will report directly to the Alpine Program Director.

Attributes

- Must be able to lift and carry up to 50 lbs. on a frequent basis.
- Must be able to maneuver and work on steep and uneven, mountain-like terrain and often-increment weather.
- Ability to work under pressure, with capacity to organize, prioritize and manage complex projects and processes.
- Strong project management skills and ability to ensure consistency of programming and processes through proper written documentation.
- Strong knowledge, experience and current professional credentials related to alpine skiing and competitive race programming and training.
- Skilled at troubleshooting, paying close attention to details and actively managing timelines and deadlines.
- Ability to be a strong team player with proven leadership skills, including effectively delegating, managing staff and volunteers, and overseeing the business plan of the alpine program and how it fits into the business plan of the club.
- Must possess excellent relationship and communication skills, in order to work closely with coaches/parents/athletes and community partners.
- Expertise in Microsoft Word, Excel and Powerpoint or equivalent.



Primary Responsibilities

Program

- Create and implement safety protocols for all participants.
- Create and maintain close communication and knowledge of our 'ski team family' i.e know your athletes, coaches, and parents.
- Create and maintain a long-range strategic plan that aligns with the mission, values, and philosophies of UMSA and AST.
- Athlete Development: Responsible for creating and implementing both group and individual athlete development plans. Such plans include seasonal and longer-term dryland and alpine training, competition schedules, summer camps, and progression to the highest level of competition for individual athletes at all levels of the program, etc.
- Coaching Staff and Development: Responsible for recruiting, retaining and developing the highest caliber coaching staff and creating coach education material.
- Manage all aspects of alpine training, competition, and periodization.
- Working closely with head coaches, coordinate athlete management plans for all alpine athletes.
- Oversee coach training, professional development, feedback, reviews, and mentoring.
- Integrate all necessary domains of athlete development (physical, technical, tactical, mental and social, equipment).
- Oversee and coordinate consistent and regular athlete evaluation processes.
- Oversee and coordinate consistent and regular communication and education with all alpine parents.
- Oversee and coordinate student-athlete academic responsibilities with other coaches and other support.
- Act as South Series Head Coach – may change depending on program needs.
- In conjunction with the Sundance Race Department, ensure all venues are managed for optimal alpine training and competition for all levels of the program.
- AST Code of Conduct: Responsible for abiding by and enforcing the AST and USSS Codes of Conduct as applicable to all AST athletes, coaches, and administrative staff.

Administrative

- Manage all administrative aspects of the Alpine Department from entry level to elite programming.
- Recruit, interview, foster and retain the best alpine program staff.
- Develop appropriate marketing and communications to attract athletes to the program.
- Develop and maintain a professional working environment for the alpine program and staff.
- Integrate alpine program with all necessary club structures and personnel (BOD, events, other program directors, community partners).
- Attend all necessary meetings.
- Provide regular performance evaluations for direct reports and oversee evaluation processes for the entire alpine coaching staff.

Communications

- Develop and maintain consistent, prompt, professional, educational, and supportive communication structures with staff, parents, and the community.
- Provide formal and informal coach feedback and review systems
- Check in and participate in all levels of the team. Have a clear understanding of how each level works and interacts with the other programs i.e. Mavericks, Soda Hybrid, Megashredders, MegaMavs, etc.



Community and Club

- Develop, foster and maintain all community and strategic partner relations necessary for the success of the alpine program – especially Sundance Mountain Resort.
- In concert with the Executive Director and other Program Director's, support parent education efforts, and lead those efforts specific to the alpine program.
- Assist with and help coordinate alpine program involvement with all club events as appropriate.

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

Program director Performance Standards:

- Equal commitment to athletic excellence and character development of young athletes
- Respect for and a strong commitment to the legacy, tenets, and mission of AST
- Passion for athlete development at all ages
- Commitment to “one club” philosophy and demonstrating a high level of respect for all AST divisions and disciplines
- Desire to retain current athletes and grow participation in the Alpine program
- Commitment to supporting the AST goal of increasing diversity, equity, and inclusion within the Alpine program
- Ability to lead and inspire staff, athletes, AST leadership team, members and partners
- Ability to work with a variety of stakeholders
- Ability to plan, prioritize, coordinate, delegate, manage own work, make decisions, and solve problems effectively and creatively
- Strong budgeting skills and willingness to work within budget
- Excellent interpersonal and communication skills both verbal and written
- A goal-oriented, thorough, and detailed approach to work
- Ability to present information and motivate individuals, groups, and business partners about the AST mission in order to recruit athletes, coaches, and sponsors/partners
- Ability to represent AST in the local community and nationally

DISCLAIMER

This is a general description of this job. All employees of Utah Mountain Sports Academy will be required to perform any task that is asked of him/her within legal and ethical parameters and company policy.

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

Current USSA Level 200 coach or higher

At least 5 years of alpine ski racing experience and/or coaching

CPR and First Aid certified

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must possess a valid U.S. Drivers' License in good standing.



DETAILED SCHEDULE - Subject to change

September - December: 2-3 strength and conditioning sessions per week

November Coach Classroom Training: Five 3 hour sessions TBA

Early December On Snow Coach Training: 2 Half Day Sessions TBA

In Season Training:

December - End of March

Tuesday 4pm - 8pm

Wednesday 2:00 - 6:00pm

Friday 12:00 - 5:00

Saturday 6am - 12:30pm

Additional Training Days at UOP and Snowbird in December and January