Children’s Program Manager
Job Description Updated: June 2021

Summary: The Children’s Program Manager directs the scheduling, development and oversight of Children’s events for the Intermountain Division, including the Children’s Specialist (CS) assessment-based certificate program. Additionally, the Children’s Program Manager oversees Intermountain’s team of Children’s Discipline Education and Certification Leaders (DECL’s).

Qualifications
• Member of PSIA-AASI Intermountain (IMD) in good standing
• Current Level 3 (any discipline) AND ACE3/CS3/CS Trainer certificate
• High school diploma or equivalent; bachelor’s degree preferred
• Interest and experience in Children’s Snowsports Education
• Strong management, interpersonal and leadership skills; past managerial experience preferred
• Good business acumen; attention to detail; able to meet deadlines
• Strong communications skills; able to positively interact with association members and staff, and represent the Division with integrity
• Able to develop and manage a team that holds true to IMD’s mission

Essential Duties and Responsibilities
• Reports to IMD’s Executive Director
• Position requires flexible work hours; duties must be completed according to IMD’s Operations calendar and on an “as needed” basis
• Meets all Children’s Program curriculum, organization and financial objectives – as set by the BOD and Executive Director
• Manages IMD’s Children’s Program staff, budget and event schedule on an on-going basis:
  o Delivers the Program’s proposed budget for review prior to the Spring BOD meeting
  o Submits the Program’s calendar to the Division Office by August 1 each year
• Directs IMD’s Children’s Program curriculum in accordance with the Discipline’s National Standards
• Communicates with the membership in a timely manner regarding all discipline matters

Other Duties and Responsibilities
• Writes Board Reports and may attend scheduled BOD meetings, as requested by the BOD.
• Attends IMD’s Snowsports School Director Committee meetings as requested.
• Reviews all program evaluation, and takes appropriate action, if required
• Attends (or sends a designated representative to) ASEA’s Fall Conference as IMD’s Children’s Program representative

Supervisory Responsibilities
• Supervises and manages the Children’s DECL team
• Oversees IMD’s Children’s DECL team selection
• Contributes to the professional development of IMD’s Children’s DECL team
• Conducts seasonal performance reviews of the Children’s DECL team members
• Hires or dismisses Children’s DECL team members, as appropriate

Physical Demands and Work Environment
• Expected to work outdoors and demonstrate at least Level 3 proficiency in his/her primary discipline in all weather, snow, and terrain conditions. Able to lift at least 40-50 lbs.