



Taos Sports Associates d/b/a Taos Winter Sports Team

Post Office Box 3011
Taos, New Mexico 87571
taoswintersportsteam.com
Bob Heflin, President, Board of Directors



"We strive to help athletes achieve Gold in their physical, mental, personal, and social development"

Competing as Taos Winter Sports Team (TWST) Location: Taos Ski Valley (TSV), New Mexico

The Taos Sports Associates (TSA), a non-profit competitive ski and snowboard program, seeks an Executive Director to oversee the TSA operations. The TSA seeks a motivated self-driven individual who can take a growing competitive athletic program to the next level.

Administration of the Winter Programs

- Coordinates all programs; including Alpine Racing, Big Mountain (both alpine and snowboard), Development (Devo), Park, Adaptive, and other potential programs
- Create and manage the program budget
- Track all income and expenses
- Manage donor data and non-profit donation acknowledgements
- Administer James Herrera Scholarship Program
- Manage and maintain all appropriate documents, forms and paperwork
- Maintain all necessary and appropriate insurance policies, including but not limited to Directors and Officers, General Liability and Workers Compensation. Ensure proper compliance with the policy requirements
- Administer volunteer program
- Manage Team Jacket Program
- Ensure compliance with USSA, IFSA, USASA, and Colorado Special Olympics rules, regulations, policy, procedures and guidelines
- Inventory, maintain, repair and store all program equipment, including but not limited to the team vehicle, gates, B-net, timing equipment, power tools, etc.
- Coordinate all TSA programming, races, and events

Develop and implement a strategic plan and evaluation process

- Work with the Board and TSA staff to create a long term vision for TSA
- Define and implement fund-raising goals/events/corporate sponsors/endowment fund
- Coordinate and participate in Board meetings

Hire and supervise coaches and support staff development

- Provide leadership to staff and team, encouraging an enthusiastic, energetic and cohesive organization
- Maintain job descriptions, document compensation and job performance agreements, conduct performance reviews
- Provide professional development for coaches and organize certification courses
- Ensure that each program is properly staffed on a day-to-day basis
- Support staff in the performance of their jobs and duties.

Communicate with parents and build and/or strengthen relations with TSV and the community

- Create and implement formal feedback mechanisms to get on-going input from parents, athletes, and coaches
- Maintain mountain/ski area relationship agreement
- Promote the program in the community and recruit new participants into the program
- Keep website up to date, maintain and update the TWST manual, provide informational emails
- Write press releases promoting TWST athletes and programs
- Orient new parents to TSA
- Provide parents with timely information about events and updates about children's progress
- Manage relationship issues among athletes, parents, and staff
- Provide pathways for communication between parents and TWST Staff
- Be a positive community ambassador and representative of TWST

Qualification and Experience

- Previous administration experience required
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Above average troubleshooting skills
- Proficient with Microsoft Office/OS Platforms
- Strong organizational skills; able to manage priorities and workflow
- Ability to work independently and as a member of various teams and committees
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to effectively communicate with people at all levels and from various backgrounds
- High degree of professionalism
- Strong organizational skills
- Experience with various social media platforms
- Knowledge of snow sports competitions desired

Critical Success Factors

- Must approach tasks with enthusiasm
- Must be comfortable in a high volume, fast paced, dynamic environment with strong ability to multitask and work independently when needed
- Possess a strong passion for winter sports
- Establish a strong working relationship with the Technical Director

Salary is commensurate with experience and references are required. Taos Sports Associates (TSA) is an equal opportunity/affirmative action employer committed to a diverse workforce.

EEO/Minority/Female/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to their protected veteran status.

For immediate consideration: Please send a cover letter and resume no later than May 6, 2019 to Bob Heflin, President, TSA Board of Directors, PO Box 3011 Taos, NM 87571 or email it to taoswintersportsteam@gmail.com. Applicant selection process to begin on March 21, 2019.
