

National Ski Patrol Central Division Job Description

Program: Awards Advisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Awards Program and to recognize and honor Central Division members and patrols for their loyalty and accomplishments within the framework of the NSP Award program's guidelines.

Reports to: ADD

Qualifications:

- Must be a Central Division NSP member in good standing
- Senior, Sr Auxiliary or Certified Patrollers
- Holds a National Appointment
- Is experienced with the NSP awards program
- Held past patrol, section, region, or division leadership position
- Meets any additional requirements deemed necessary by the Central Division Board

Duties and Responsibilities:

- Sends such reports, bulletins, letters and manuals as are necessary for the operation and clarification of the Division awards program to the DD, ADDs, RDs and Region Awards Advisors
- Reviews for approval award submissions sent by all Central Division regions, and rejects or forwards said submissions on to the National Awards Coordinator for final approval
 - Maintains a log of all requests and disposition
 - Rejects and returns rationale to RAA any submission that does not meet approval requirements
 - Coordinates an awards and certificate inventory for annual report
 - Appoints the Central Division Outstanding Awards Review Committee on an annual basis
 - Coordinates the distribution of outstanding award submissions to the appropriate region judges
 - Prepares a biennial report for the Central Division spring and fall meetings
- Designs, coordinates and implements new awards protocols and awards as needed
 - Within Central Division
 - Within the framework of the NSP Awards Committee
- Coordinates fall awards banquet presentation
 - Prepares program notes/script for DD, ADDs, and host RD
 - Coordinates with National Office delivery of National certificates and trophies
 - Prepares all Central Division Certificates of Appreciation
 - Orders all Central Division plaques and trophies

- Coordinates and distributes the Central Division Awards Manual and Medical Advisor Awards Manual to the division medical advisor and region medical advisors
- Prepare articles for the RPN
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Submit year end report and budget request by March 15

Program Operating Procedures:

- [Click here to enter text.](#)

National Ski Patrol Central Division Job Description

Program: Auxiliary Program Supervisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Auxiliary Program

Reports to: Skills Development Supervisor and ADD

Qualifications:

- Senior Auxiliary Patroller
- OEC IT
- Held a Region leadership position

Duties and Responsibilities:

- Promote the Basic and Senior Auxiliary Programs
- Establish program's short and long term goals
- Work closely with the Senior Program Supervisor, Skills Development Supervisor and the OEC Supervisors
- QA of those Regions having Senior Auxiliary candidates
- Participate at Fall Central Division board meeting and IT conferences
- Promote and maintain the nominations for Outstanding Auxiliary Program Administrator
- Prepare articles for RPN
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year end report and budget request by March 15
- Support the Division and Regions administration
- Communicate with the National Office

Program Operating Procedures:

- [Click here to enter text.](#)

National Ski Patrol Central Division Job Description

Program: Avalanche

Purpose:

- To promote the values, goals, and mission of the NSP and Central Division Avalanche program.
To support the region avalanche programs in Central Division.

Reports to: ADD

Qualifications:

- Ability to communicate across Central Division via appropriate electronic media
- Ability to plan, organize and oversee complex events such as out of Division avalanche courses
- Alpine Senior or Certified patroller
- Member of Central Division NSP-C Ski School
- Held past patrol, section, region or division leadership positions
- Avalanche IT
- Central Division NSP member in good standing

Duties and Responsibilities:

- Promote Central Division avalanche program
- Establish short and long term avalanche program goals
- Support development and growth of Region avalanche programs
- QA Region avalanche programs
- Prepare articles for RPN
- Submit budget requests and year end reports to Central Division board by March 15
- Communicate with National avalanche program administrator
- Maintain Central Division avalanche equipment
- Update Central Division avalanche web information

Program Operating Procedures:

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National Ski Patrol

Central Division

Job Description

Program: Certified Advisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Certified Program

Reports to: ADD

Qualifications:

- Certified patroller in good standing with the NSP
- Committed to the values and mission of the NSP and the Central Division
- Ability to communicate across the Division with the appropriate electronic media and has strong written and verbal communication skills
- Organized with solid administrative capabilities, able to complete needed paperwork in accordance with established deadlines
- Demonstrated history of leadership, has held patrol, section or region leadership position
- Has held lead evaluator, modular leader or assistant program supervisor position
- Recommended but not required
 - Instructor or IT in related field (Skiing, Toboggan, OEC, etc)

Duties and Responsibilities:

- Support Central Division Certified Program
- Serves as resource for Patrol, Region , Division and National Certified program
- Works with National office and National Certified Program Supervisor
- Establish personal program goals and objectives and works with Region Certified administrators to establish Region goals and objectives
- Maintains communication with members
- Submits award nominations at Division level
- Follows Division policy about financial procedures and end of year reports
- Submits RPN articles two times per year
- Gather, develop and disseminate information to Certified staff members, supporters, and Division leadership regarding the mission, programs, and services provided through the Certified program to the Central Division membership
- Build and promote relationships between staff members and the NSP leadership at every level through proactive communications including articles, website, e-mails and personal contacts
- Administer and review the Certified Manual to ensure timely updates as required to support the needs and structure of the administration of the Certified Program
- Collect and review applications for acceptance of new candidates to the Certified Program
- Manage, mentor and track the progress of the Certified Candidates who have been accepted into the Certified program
- Manage, mentor and track the refresher cycle of the Certified Staff members to ensure compliance with National and Division standard

- Ensure the organization and consistent administration of Certified qualification clinics throughout Central Division
- Plan, organize, promote and administer the annual Certified evaluation
- Plan, organize, promote and administer the annual Certified awards banquet
- Plan, organize, promote and administer the annual Certified business meeting
- Ensure the timely and accurate reporting of financial and administrative data to the Central Division staff and leadership
- Ensure the application and administration of a consistent set of standards and quality controls to the Certified Program
- Serve as a resource to National, Division and Region leadership and staff as they perform assumed responsibilities

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Instructor Development

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Instructor Development Program

Reports to: ADD

Qualifications:

- A Central Division NSP member in good standing
- Is committed to the values and mission of the NSP and the Central Division
- Has the ability to communicate across the Division via appropriate electronic media and has strong written communication skills
- Is organized and able to complete needed paperwork in accordance with established deadlines
- Has a working knowledge of National Instructor Development program
- Has held past patrol, section, region or division leadership position
- Senior, Senior Aux. or Certified
- An involved instructor in this discipline for at least five years
- Instructor trainer in this discipline
- An ideal candidate is someone who has had experience in the teaching field
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Duties and Responsibilities:

- Check to see that there are an adequate number of classes regularly scheduled throughout the division
- Yearly update of instructors and IT's
- Certify new instructors and IT's
- Travel within the Division to see that the delivery of the classes is adequate and similar, provide support to anyone (patrol, section, region) who needs support
- Interact with other Divisions and National Instructor Development personnel, provide new directives and updates to our Division from national
- Help with the revisions of the course as they occur at the National level
- Check that courses are completed and the paperwork is filed at National and Division levels
- Prepare articles for RPN
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year end report and budget by March 15

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Medical Advisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division and to support the Outdoor Emergency Care Program.

Reports to: Division Director

Qualifications:

- MD or DO
- OEC Instructor
- Familiar with various segments of OEC curriculum (SEM, Skills sign off, refresher modules, etc.)
- Ability to communicate across the division via appropriate electronic media
- Held past Patrol, Section, Region, or Division leadership position
- Central Division patroller in good standing
- Recommended but not required
 - Sr Alpine, Sr Aux, Sr Nordic or Certified

Duties and Responsibilities:

- Serve as member of Nation Medical Committee
- Communicate with Division OEC leadership and Regions in Central Division as needed
- Serve as QA for various OEC programs
- Consultant to Awards Advisor
- Consultant to Region ROA's concerning OEC issues

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Mountain Travel and Rescue

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Mountain Travel and Rescue Program

Reports to: ADD

Qualifications:

- Ability to communicate across the Division via appropriate electronic media
- Organized and able to complete needed paperwork in accordance with established deadlines
- Demonstrates ability to adapt equipment use to need (Snowshoes, Nordic Skis, Telemark Skis, etc
- Alpine Senior, Nordic Senior, or Certified Patroller
- MTR IT
- Held past Patrol, Section, Region or Division leadership role
- Current member of the NSP-C Ski School
- Central Division NSP member in good standing
- Recommended but not required
 - PSIA Central member
 - PSIA Nordic level 1, 2 or 3 Instructor

Duties and Responsibilities:

- Promote and communicate with Region MTR Advisors
- Establish short and long term Central Division MTR program goals
- Assist Region MTR advisors in establishing short and long term goals for the Region MTR programs
- QA Region MTR programs
- Prepare articles for RPN
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit end of year reports and budget requests by March 15
- Present topics as requested at the fall Division meetings
- Communicates with National and Divisional MTR Advisors

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Nordic Advisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Nordic Program. To support the Region Nordic advisors, Central Division Nordic Patrol Representatives, and Central Division Nordic patrollers

Reports to: ADD

Qualifications:

- Senior Nordic Patroller
- Held past patrol, section, region or division leadership position
- Central Division NSP member in good standing
- Recommended but not required
 - Nordic Instructor
 - PSIA Nordic Instructor (Level 1, 2 or 3)
 - MTR Instructor
 - Member Central Division NSP-C Ski School

Duties and Responsibilities:

- Monitor and support the Central Division Nordic program
- Administer at least one Division Nordic SES annually
- Assist Region Nordic SES programs
- Approve and monitor Nordic Instructors and Nordic Its
- Maintain communication with Nordic Region Advisors and Nordic PR/PDs
- Maintain communication with National Nordic Program Director
- Prepare articles for RPN
- Attend Fall Division meeting
- Maintain Nordic information on Central Division web site
- Prepare and submit budget request and Year End report to board by March 15

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Introduction to Ski Patrolling (Patroller 101) Supervisor

Purpose:

To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Introduction to Ski Patrolling (Patroller 101) Program.

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Reports to: ADD

Qualifications:

- Ability to communicate across the division.
- Organized and able to maintain needed paperwork.
- Familiar with the various modules of the Introduction to Ski Patrolling program
- Good understanding of patrol relation with area management operations and with the national office.
- Senior, Sr. Aux., or Certified
- A Central Division NSP member in good standing
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Duties and Responsibilities:

- Promote the Introduction to Ski Patrolling program within the division.
- Serve as a resource to the regions and patrol. Provide guidance to those wishing to establish an Introduction to Ski Patrolling. Support those programs already in place.
- Work with the national office to assure Introduction to Ski Patrolling courses are properly registered and course completion paperwork is submitted.
- Support the Division and Region
- Central Division Fall meeting. Attend and present topics as requested/needed. Attend PD's breakfast to provide additional program support.
- Submit final financial reconciliation report and budget
- Prepare and submit end of year report. Include current season activities and goals for next season
- Prepare articles for RPN
- Communicate with regions and PDs as needed regarding programs
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Maintain open communication channel with Skills Development Supervisor and Assistant Division Director

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Public Relations Advisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division and the emergency care/educational work of its members as they serve the recreational and snowsports industry and consumer public.

Reports to: ADD

Qualifications:

- Must be a member in good standing of the NSP.
- Committed to the values and mission of the NSP.
- Strong written and verbal communication skills.
- Demonstrated ability in data collection, surveys, and analysis of materials to make recommendations and presentations.
- Solid computer and presentation preparation skills.

Duties and Responsibilities:

- Design and disseminate information to our members, stakeholders and the recreational community about our values, our mission, our programs, and our service to the recreational/snowsports industry.
- Build and promote relationships between our members and the leadership at every level through proactive communications via articles, website, e-mails, and personal contact.
- Gather information through surveys and other avenues from our members to determine their needs and interest and enhance our planning.
- Gather information through surveys and other avenues from our multiple stakeholders from resort owners to paying public to determine their needs and interest to determine how we can best provide them with the safety and emergency care that we provide.
- Promote the value of membership within our organization to build and retain our membership.
- Assist local patrols in communication of value of our membership and activities to their resort owners and leaders.
- Develop best practice recruitment materials which support the recruitment programs of the local patrols.
- Publish and disseminate materials within the community about our service and work through articles, displays at stakeholders conferences, and personal contact.
- Serve as a resource to Division and Region leadership and staff as they perform their assigned responsibilities.
- Assist the Division and Region leadership in the development of their strategic plans by providing information, data, and communication.
- Work closely with Division/Region Staff to assist them in communication in a clear and consistent manner including development of presentations.

- Shall serve as the Team Leader for (Shall be a member of) the Public Relations Team made up of the Public Relations Advisor from each Region
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Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Skills Development Supervisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division and to support the division supervisors of the Senior Program, Certified Program, Introduction to ski Patrolling, Women's Seminar, and Auxiliary Program. Organizes and oversees the Central Division STW Alpine Clinics.

Reports to: ADD

Qualifications:

- Ability to communicate across the division via appropriate electronic media
- Organized and able to maintain needed paperwork
- Familiar with the various programs under the Skills Development umbrella
- Good knowledge of national education programs and resources
- Must be Alpine Senior or Certified level patroller
- Must be PSIA Level II or III Certified
- Must be a Central Division NSP member in good standing

Duties and Responsibilities:

- Promote the various Skills Development Programs
- Support the Division and Region administration of programs
- Support the supervisors in the Skills Development programs
- Serve as a resource to the Division and Regions
- Work with the national office to assure Division Skills Development programs are current with the NSP educational programs
- Prepare articles for the RPN
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Submit year end report and budget request by March 15

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Senior Program Administrator

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Senior Program

Reports to: Skills Development Supervisor and ADD

Qualifications:

- Is a Senior patroller in good standing with the NSP and is registered with a Central Division patrol
- Is committed to the values and mission of the NSP and the Central Division
- Has the ability to communicate across the Division with appropriate electronic media and has strong written and verbal skills
- Is organized and able to complete needed paperwork in accordance with established deadlines
- Has working knowledge of national education programs
- Has held past patrol, section or region leadership position
- Toboggan Instructor
- OEC Instructor
- PSIA level I, minimum
- Current member of PSIA-C
- Instructor trainer in related discipline
- Held past region leadership position

Duties and Responsibilities:

- Promote and support the Senior Program
- Establish personal program goals and objectives and works with Regions advisors to establish Region Senior program goals and objectives
- Communicates and works with the National office and National program supervisor
- Submits award information at Division level
- Follows Division policy about financial procedures and end of year reports
- Maintain the Central Division Senior Manual. Any changes to the manual must be in a written proposal to be voted on by the board in the spring or fall meetings. With those changes, updating the manual on the website as well as with the region directors and supervisors.
- Quality Assurance of alpine evaluations in every region.
- Participate in the Division Ski Trainer's Workshops
- Prepare articles for every RPN issue
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis.
- Submit year end report and budget by March 15
- Present topics as requested for the fall meetings
- Support the Division and Region Administration

Program Operating Procedures:

- March 15 prepare Year End Report and Budget for the next season
- March 15 deadline for Senior Proposal changes for Spring Board Meeting
- Follow deadlines for RPN Articles
- August 15 deadline for Senior Proposal changes for Fall Board Meeting
- Prepare presentation if needed for the Spring or Fall Board Meetings as needed
- September contact Region Directors for Senior Alpine Venues and Advisors
- June plan for presentation at the Division STW
- December assign QA attendees for the Division STW
- Following each alpine Evaluation, QA reports are to be forwarded to RD and Region Administrator
- March 15 consolidate all the region QA reports for the Spring Board Meeting presentation and send to Division Administrator Assistant

National Ski Patrol Central Division Job Description

Program: Ski School Supervisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Ski School

Reports to: ADD

Qualifications:

- Alpine Senior or Certified patroller
- Level III Certified member of PSIA
- Toboggan Instructor
- Toboggan IT recommended but not required

Duties and Responsibilities:

- Encourage NSP member's advancement through PSIA Certification levels
- Handles registration of membership, including collecting membership application, collecting and processing payments through to Insurance agency and handles binding individual members with Insurance
- Handles registration of ski school through PSIA
- Handles schools membership into NSP
- Helps establish Skiing/Riding performance standards for Division Senior manual. Contributes content in Alpine skiing/riding sections of the Central Division Senior manual and score cards. Makes formal suggestions to the Senior Supervisor if proposals to change the manual are needed
- Provides Regions with staffing for STW's and SES's if needed
- Provides technical support for Q/A on movement details
- Provides standardized teaching platform for skiing/riding through PSIA/AASI
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Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Toboggan Supervisor

Purpose:

- To promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Toboggan program.

Reports to: ADD

Qualifications:

1. Shall be a member of NSP, Central Division
2. Shall be appointed and serve at the pleasure of the Division Director
3. Shall be a Senior or Certified alpine patroller in good standing
4. Shall be a member of PSIA and NSP-C at a Level II or higher and in good standing
5. Shall be an active Toboggan Instructor Trainer in good standing

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Duties and Responsibilities:

- Implement and maintain the Toboggan/Transportation program within Central Division
- Promote NSP Toboggan/Transportation programs in cooperation with Central Division officers, staff, ITs and Instructors
- Serve on National Toboggan/Transportation Committee
- Communicate with National office, National Toboggan/Transportation Director, Central Division Region Toboggan Supervisors, Central Division officers and program supervisors, ITs and Instructors
- Submit budget requests and year end reports to Central Division board by March 15
- Maintain Central Division Toboggan Instructor and Toboggan IT rosters
 - Updated Rosters returned to National by November 1
- Appoints, train, mentors and supervises Toboggan Instructor Trainers
- Works with ITs to provide instructor recertification programs

Program Operating Procedures:

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National Ski Patrol Central Division Job Description

Program: Women's Seminar Advisor

Purpose:

- To promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Women's Seminar

Reports to: ADD

Qualifications:

- Alpine Senior or Certified patroller
- Current OEC or Toboggan Instructor
- Current OEC or Toboggan Instructor Trainer
- Central Division NSP member in good standing

Duties and Responsibilities:

- Administer the annual Central Division Women's Seminar
- Assist Regions in implementing a Region women's clinic
- Annually evaluate and modify program based on staff and participant feedback and suggestions
- Promote the teaching, sharing, and learning of ski patrol techniques by women instructors for women participants
- Provide positive female patrol role models to other women in order to develop leaders in the Central Division
- Prepare articles for the RPN
- Prepare annual budget information for submission to Division Treasurer prior to Spring Division board meeting
- Prepare annual report and submit prior to Spring Division board meeting
- Reconcile program's financials (income and expense) in a timely manner

Program Operating Procedures:

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