

Appendix C

Central Division Staff Job Descriptions

Established F2013, S13-P003

Administrative Assistant

Purpose:

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration of the Central Division Policy and Procedures, Bylaws and dissemination of the Central Division Board meeting proceedings

Reports to: Division Director and the Central Division Board

Qualifications:

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Basic use of Microsoft Excel, Word, and PowerPoint, online resources such as google drive, and generation/editing of Adobe pdf documents.
- Understanding of document management and retention.
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Attend Fall and Spring Board of Directors and Executive meetings
- Provides timely transcription and distribution of all meeting minutes
- Communicates to board meeting attendees in advance for key information and provides access to all necessary materials online, including a document summary of annual program reports.
- Prepare agenda for meetings per needs of division leadership.
- ~~Review minutes and past meeting minutes to assure all action items were followed up on properly~~ Maintains division Action Item listing and distributes before each meeting for follow-up.
- Updates the Central Division Policies & Procedures and Bylaws after approval by the board
- Updates and distributes the Central Division Staff Directory and Organization Chart on the division website – Quarterly on a timely basis.
- ~~Receives and distributes reports, proposals and other materials to the Board in advance of meetings~~
- Performs other duties as may be assigned by the DD from time to time
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Support document management for the division by maintaining online records for division management, and others as requested.
- Once meeting minutes are finalized and approved by board, forward minutes and all relevant meeting documents in pdf format to webmaster.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Avalanche Program Supervisor

Purpose:

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Promote the values, goals, and mission of the NSP and Central Division Avalanche program.

Reports to: ADD

Qualifications:

- Central Division Alpine Senior, Nordic Senior or Certified Patroller in good standing
- 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
- Member of Central Division NSP-C Snow Sports School
- Held past patrol, section, region or division leadership positions
- Current Avalanche IT

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 and submits yearly QA summary report
- Prepare articles for RPN, the division newsletter
- Update Central Division avalanche web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Communicate with National avalanche program administrator
- Maintain Central Division avalanche equipment

Awards Advisor

Purpose:

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:

- Central Division NSP member in good standing
- Holds a National Appointment
- Is experienced with the NSP awards program
- Held past patrol, section, region, or division leadership position

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
- 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 RPN, the division newsletter
- Update Central Division Awards web information
- Prepares a biennial report for the Central Division spring and fall board meetings
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Certified Program Supervisor

Purpose:

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:

- Central Division Certified Patroller in good standing
- 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
- Update Central Division Certified web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Elections Coordinator (DEC Division Elections Coordinator)

Purpose:

Promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and coordination of the Central Division Elections of the division director and region directors.

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Recommended but not required: Alpine Senior, Senior or Certified Patroller
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Administration of the election process for the positions of Division Director and Region Director as detailed in the Central Division Bylaws and Policies and Procedures.
- The Division Election Coordinator (DEC) is appointed by the Division Director, with consensus of Division Board. *(F09 P003)*
- The election process includes
 - Voter and Division communications/announcements: schedule, directions and results

- Obtains identification of the electorate for elections
- Preparing ballot content and utilizing the appropriate medium (electronic or paper)
- All election operations:
 - Collect nominations, resumes and position statements for all Region and Division Director elections. All nominations shall be given a qualification review and validation within 72 hours of receipt of the nomination and the nominee shall be notified of any deficiencies within 48 hours thereafter. (F09 P003) (S11 P005)
 - Sending out ballot with resumes and position statements to electorate. (F09 P003)
 - Send electorate to candidates for purpose of campaigning, or "Notify candidates of electorate". (F09 P003)
 - Provide Division Director with nominations, resumes and position statements for Division Director's conference with each candidate as to duties and responsibilities.
 - Retrieving ballots
 - Ballot counting and identification of the election winners
 - Present election results to the Election Review Committee for review and confirmation
 - Presentation of certified election results to the Division Director for appropriate election announcement and Division Director conference with each candidate.
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Instructor Development Supervisor

Purpose:

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:

- Central Division Alpine Senior, Senior or Certified Patroller 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
- An involved instructor in this discipline for at least five years
- Instructor trainer (IT) in this discipline
- An ideal candidate is someone who has had experience in the teaching field

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, the division newsletter
- Update Central Division Instructor Development web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Introduction to Ski Patrolling (Patroller 101) Supervisor

Purpose:

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.

Reports to: ADD

Qualifications:

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- 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.

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.
- Supports 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 year-end report and budget by March 15, including any proposed changes to this job description.
- Prepare and submit end of year report. Include current season activities and goals for next season
- Prepare articles for RPN, the division newsletter
- Update Central Division web information
- 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

Legal and Risk Advisor

Purpose:

Promote the values, goals and mission of the National Ski Patrol and the Central Division by providing legal and risk management guidance to the Central Division staff.

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Is an attorney licensed to practice in one or more state(s) in the Central Division
- Is active in the practice of law.
- Is familiar with NSP articles of incorporation, national charter, and bylaws, as well as the division bylaws and policies and procedures.
- Is familiar with National Bylaws, strategic plan, policies and procedures, governance, and implementation of NSP education programs
- Is familiar with the NSP-NSAA Joint Statement of Understanding
- Is familiar with parliamentary law as set forth in Roberts Rules of Order, including in particular, the conduct of general board meetings and minutes
- Is willing to provide advice and other legal services to the NSP Central Division
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Provide legal guidance to the division director and Central Division board of directors
- Attend fall and spring board of directors and executive meetings
- Participates actively on the national legal committee
- Aid in bonding the Central Division director, treasurer and registration advisor
- Prepare articles for RPN, the division newsletter
- Reviews Central Division web information prior to launch of each new season
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Is familiar with and assists with the implementation of Chapter 8 of the NSP P&Ps, “Insurance and Risk Management Policies.”
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Medical Advisor

Purpose:

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 NSP member in good standing
- Recommended but not required
 - Alpine Senior, Senior or Certified Patroller

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
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Mountain Travel and Rescue Supervisor

Purpose:

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:

- Central Division Alpine Senior, Nordic Senior or Certified Patroller in good standing
- 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)
- MTR IT
- Held past Patrol, Section, Region or Division leadership role
- Current member of the NSP-C Snow Sports School
- 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 and submits yearly QA summary report
- Prepare articles for RPN, the division newsletter
- Update Central Division MTR web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Present topics as requested at the fall Division meetings
- Communicates with National and Divisional MTR Advisors

Meeting Coordinator

Purpose:

Promote the values, goals, and mission of the National Ski Patrol and the Central Division in the administration and coordination of the Central Division meetings

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Recommended but not required: Alpine Senior, Senior or Certified Patroller
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Attend Fall and Spring Board of Directors and Executive meetings
- Division annual Spring meeting
 - Secure meeting location
 - Secure lodging for participants
 - Send out meeting announcements
- Division annual Fall meeting
 - Send out meeting announcements to Division officers
 - Coordinate Division requirements with Region meeting committee
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

MSAA Liaison

Purpose:

Promote the values, goals, and mission of the National Ski Patrol and the Central Division with proper and effective coordination and cooperation with the MSAA (Midwest Ski Areas Association)

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Recommended but not required: Alpine Senior, Senior or Certified Patroller
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Attend MSAA annual conferences and coordinate NSP training as may be requested
- Coordinate attendance of other key Central Division patrollers at the MSAA conferences
- Division annual Fall meeting
 - Send out meeting announcements to Division officers
 - Coordinate Division requirements with Region meeting committee
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Nordic Program Supervisor

Purpose:

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. Also support the Region Nordic advisors, Central Division Nordic Patrol Representatives, and Central Division Nordic patrollers

Reports to: ADD

Qualifications:

- ~~Senior Nordic or Certified Patroller~~ Nordic Senior 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 Snow Sports 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, the division newsletter
- Attend Fall Division meeting
- Maintain Nordic information on Central Division web site
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

OEC Program Supervisors

(S04-004)

Purpose:

Implement and maintain the OEC Program within the Division according to national goals, objectives, policies, and procedures as established by the NSP Board of Directors, and by working closely with the national OEC Program director.

Reports to: ADD

Qualifications:

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Must have a commitment and the capability to implement and deliver the OEC Program to members.
- Demonstrates technical expertise and broad experience in all phases of the OEC Program's knowledge and skills performance.
- Demonstrates a proven administrative track record including written and communication skills.
- Is an OEC instructor trainer (IT) or qualified to be one.
- Will be technically proficient with electronic means used by the NSP to fulfill their duties

Duties and Responsibilities:

- Promotes the OEC Program in cooperation with division officers, instructor trainers, and instructors
- Develops performance-driven instructional staff.
- Facilitates ongoing continuing education, refreshers, and use of training aids.
- Identifies and provides solutions to issues and problems that could negatively affect the QEC program or its delivery to the membership.
- Participates actively on the national OEC committee

- Assists in the development of OEC's national program content.
- Provides member input on OEC programs.
- Evaluates how well the existing OEC Program is meeting member needs.
- Attends committee meetings as scheduled.
- Communicates with the national office, division supervisors and line officers, instructor trainers and instructors, and others.
 - Creates mutual understanding of OEC objectives and performance standards.
 - In collaboration with the division director and national OEC Program director, develops and reviews an annual Planning and Feedback Tool.
- Establishes and distributes training schedules of courses in collaboration with division and region staff to meet the needs of instructors and members.
- Administers a quality management program to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members, and overall effectiveness of the courses within the division and submits yearly QA summary report
- Maintains integrity and standards of the OEC Program
- Trains, appoints, mentors, and supervises Instructor trainers in the division.
- Provides instructor recertification programs, with the assistance of the instructor trainers.
- Performs all record keeping and reporting requirements in a timely fashion and in the proper format
- Prepare articles for RPN, the division newsletter
- Update Central Division OEC web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

PSIA Liaison ~~(under construction)~~

Purpose:

~~Acts as communication liaison between the NSP CD members and the PSIA (Professional Ski Instructors Association). Promotes the PSIA within the NSP CD, and supports the role and development of the NSP-C Snowsports School with its membership.~~

~~Promote the values, goals, and mission of the National Ski Patrol and the Central Division with proper and effective coordination and cooperation with the PSIA (Professional Ski Instructors Association)~~

Reports to: Division Director

Qualifications:

- Central Division Alpine Senior or Certified Patroller in good standing
- Certified and active member of PSIA (Level III recommended)
- Active member of the NSP-C Snow Sports School
- Prior leadership and training experience in: ~~Held past~~ patrol, section, region, and/or division leadership position
- Excellent Understanding of the Central Division organization and patrols

Duties and Responsibilities:

- ~~Attend PSIA annual conferences and provide NSP training as requested~~ conferences and Training events.

- Participate in the NSP Division STWs where feasible; support the staff of the NSP-C Snowsports School.
- Write Rusty Parka News article each edition.
- Provide direct member communication/response for any related PSIA issues.
- ~~Coordinate attendance of other key Central Division patrollers at the PSIA conferences~~
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Public Relations Advisor

Purpose:

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:

- Central Division NSP member in good standing
- 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.
- Recommended but not required: Alpine Senior, Senior or Certified Patroller

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 stakeholder's 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
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Registration Coordinator

Purpose:

The Central Division Registration Coordinator is responsible for the complete Membership Registration of all members of the Central Division NSP membership.

Reports to: Division Director and the Central Division Board

Qualifications:

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position
- Website Data base processing
- Excel Spreadsheets data keeping
- ACH collections/disbursements banking processing
- Capable of being bonded

Duties and Responsibilities:

- Process each patrol registration submission through the NSP Website.
- Collect stated amount of dues from each patrol using Automated Clearing House (ACH).
- Make dues payments to National, Division, and Region.
- Work with Patrol to rectify any errors made in their registration process.
- Coordinate any errors in the membership registration with National.
- Provide membership and financial data to Central Division Treasurer.
- To work with the National Office Staff on changes to improve the registration process and efficiency.
- Provide reports and data to the Central Division BOD prior to Spring and Fall meetings
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Rusty Parka News Editor

Purpose:

Publish and distribute the Rusty Parka News, the Central Division's chief communication tool, three times annually: Fall, Winter and Summer. In addition the editor solicits stories, features and photos from Division staff and patrollers throughout the Central Division. The editor also works with the National office to assist promotion of NSP sponsors via the Rusty Parka News.

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position
- Experience editing manuscripts or articles for spelling, grammar and content

- Experience using publication software

Duties and Responsibilities:

- Oversee and coordinate publication and distribution of Rusty Parka News three times annually
- Solicit articles, features and photos from Division board members, staff and patrollers for publication in the Rusty Parka News
- Enforce necessary submission due dates to assure meeting of publication due dates listed below
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Program Operating Procedures:

Publication Due Dates: June 21, October 15, January 21

Safety Team Supervisor (under construction)

Purpose:

Promote the values, goals, and mission of the National Ski Patrol and the Central Division

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
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- Held past patrol, section, region, or division leadership position
- Excellent Understanding of the Central Division organization and patrols

Duties and Responsibilities:

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- Establish personal program goals and objectives and works with Regions advisors to establish Region Safety program goals and objectives
- Communicates and works with the National office and National program supervisor
- Prepare articles for RPN, the division newsletter
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Senior Program Supervisor

Purpose:

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:

- Central Division Alpine Senior or Certified Patroller 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 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
- 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.
- Provides Quality Assurance of alpine evaluations in every region and submits yearly QA summary report
- Participate in the Division Ski Trainer's Workshops
- Prepare articles for every RPN, the division newsletter
- Update Central Division Auxiliary web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Present topics as requested for the fall meetings
- Support the Division and Region Administration

Program Operating Procedures:

- 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
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget request by March 15, including any proposed changes to this job description.

Snow Sports School Supervisor

Purpose:

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration and leadership of the Central Division Snow Sports School

Reports to: ADD

Qualifications:

- Central Division Alpine Senior or Certified Patroller in good standing

- 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
- Manages registration of membership, including collecting membership application, collecting and processing payments through to Insurance agency and handles binding individual members with Insurance
- Manages registration of Snow Sports School through PSIA
- Manages 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
- Management, care, and scheduling of the Short Ski program [(9) pair of Rossignol short skis].
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Prepare articles for RPN, the division newsletter
- Update Central Division Snow Sports School web information
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Skills Development Supervisor

Purpose:

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 program, Women's Seminar, and Auxiliary Program. Organizes and oversees the Central Division STW Alpine Clinics.

Reports to: ADD

Qualifications:

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- 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 PSIA Level II or III Certified

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 RPN, the division newsletter
- Update Central Division Skills Development web information

- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Social Media

Purpose:

Promote the values, goals and mission of the National Ski Patrol and the Central Division in the administration of the Central Division Policy and Procedures, Bylaws and dissemination of the Central Division Board meeting proceedings

Reports to: Division Director and the Central Division Board

Qualifications:

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Basic knowledge of Facebook, Twitter, You Tube
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Attend Fall Division meeting
- Provides weekly **Tip of the Week** on the Facebook page: Central Division National Ski Patrol (www.facebook.com/skinsp)
- Post regular pictures of events, people, awards on Facebook
- Use Hootsuite to post on several social media platforms Facebook, Twitter, YouTube
- Performs other duties as may be assigned by the DD from time to time
- Prepare and submit expenses vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Toboggan Supervisor

Purpose:

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:

- Central Division Alpine Senior or Certified Patroller in good standing
- Shall be a member of PSIA and NSP-C at a Level II or higher and in good standing
- Shall be an active Toboggan Instructor Trainer (IT) in good standing

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
- 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
- Prepare articles for RPN, the division newsletter
- Update Central Division Toboggan web information
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Treasurer

Purpose:

Treasurer of the Central Division NSP (NSPCD) will maintain financial control, record keeping, required report production and provide financial guidance to the Board of Directors

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Held past patrol, region or division leadership position (s)
- Capable of being bonded
- Familiar with
 - Internal Revenue (**IRS**) Section 501(c) (3)
 - Basic Accounting procedures
 - Advance use of Microsoft Excel, Word, PowerPoint, Intuit Quicken, Adobe Reader
 - Basic investment tools

Duties and Responsibilities:

- Consolidate year-end NSPCD financial reports and submit to the Division Treasurer on a timely basis
- Consolidate fiscal year-end Region financials and file IRS form 990 on or before November 15.
- Administer the Division income and expenditures using Quicken for both recording and disbursements through the Division's checking account.
- Attend and provide detailed financial and investment reports for the Spring and Fall Board meeting
- Oversee the Division investments and endeavor to recommend the investments so as to maximize their returns per the Division's Investment Policy and Procedures defined in Chapter 5.
- Lead each fiscal year's budgeting process at the Spring Executive and Board of Directors meetings
- Process and reimburse NSPCD approved staff and supervisor expense vouchers in a timely manner as specified in NSPCD P&P Chapter 5
- Hire a CPA to do an audit of the Financial Status after each Division Director Election, and appoint a Financial Review Committee to review financial records in the non-election year.
- Conduct an audit of region financial records after the elections of a new Region Director.
- Approve all Division dues being collected from each patrol and disbursed to National, Regions and Division using Automated Clear House (ACH) at the Division Bank. Collections will be administered by the Division Registrar.
- Conduct a follow-up on checks not cashed 90 days or more from the date of issue.
- Prepare and execute financial bonds for the division director, registration coordinator and treasurer yearly

- Appoint an assistant (with the Division Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when required.
- Submit appropriate articles to the Division newsletter.
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Telecommunications Advisor (under construction)

Purpose:

Promote the values, goals, and mission of the National Ski Patrol and the Central Division with proper and effective use of telecommunications

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Ability to communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position

Duties and Responsibilities:

- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Program Operating Procedures:

- Due Dates....

Webmaster

Purpose:

Promote the values, goals, and mission of the National Ski Patrol and the Central Division by developing, promoting and managing the Central Division website

Reports to: Division Director

Qualifications:

- Central Division NSP member in good standing
- Ability to effectively communicate across Central Division via appropriate electronic media
- Held past patrol, section, region, or division leadership position
- Good understanding of HTML, [Java Script, PHP, CSS, and MySQL](#).
- Understanding of web scripting or software coding.
- Understanding Content Management Systems
- Understanding of Graphic packages such as Photoshop
- Good Understanding of the Central Division Organization
- Good Understanding of e-commerce payment systems
- Webserver management knowledge

Duties and Responsibilities:

- Update Program pages as requested
- Manage/develop registration pages linked with Paypal
- Update home page news as needed

- Refresh newsletters as available
- Graphic changes as needed
- Work with NSP on news or website update needs
- Work with CD regions on news or website update needs
- Disseminates changes to the Division calendar with Region Directors and/or webmasters
- Update meeting area of the website for each Division meeting
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.

Women's Seminar Advisor

Purpose:

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 Seminars

Reports to: ADD

Qualifications:

- Central Division Alpine Senior, Senior or Certified Patroller in good standing
- Current OEC or Toboggan Instructor
- Current OEC or Toboggan Instructor Trainer (IT)

Duties and Responsibilities:

- Administer the annual Central Division Women's Seminar
- Assist Regions in implementing Region women's clinics
- 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 RPN, the division newsletter
- Update Central Division Women's Seminar web information
- Prepare annual budget information for submission to Division Treasurer prior to Spring Division board meeting
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis
- Submit year-end report and budget by March 15, including any proposed changes to this job description.