

Job Descriptions of the Ski Tigers Parent Involvement Program

Coaching

Green, Blue, Red, Yellow, Bronze, Silver, Gold

Head Coach (4pts.)

Responsibilities:

The **Head Coach** of a group is responsible for developing lesson plans for all subgroups of the color group and for leading one of the subgroups. The Head Coach is responsible for giving the lesson plans to the Assistant Coaches and making sure the Assistant Coaches know what is expected. The Head Coach is to make sure there is coaching coverage for the entire color group for each Ski Tiger session. The Head Coach works with the Coach Coordinator to ensure quality of coaching for the skiers in the group. The Head Coach is also responsible for encouraging an atmosphere of fun learning. (Many of the groups have lesson plans from previous years available for reference.)

Commitment: Saturdays from January-mid March plus “lesson” planning.

Group Skills: see level specifics

Assistant Coach (3pts.)

Responsibilities: The **Assistant Coach** is responsible for leading a subgroup. All Assistant Coaches need to be capable of and feel comfortable with taking a group of skiers and following the lesson plan as outlined by the Head Coach. The Assistant Coach works with the Head Coach and Coach Coordinator to ensure quality of coaching. The Assistant Coach is also responsible for encouraging an atmosphere of fun learning.

Commitment: Saturdays from January-mid March

Roving Assistant Coach (3pts.)

Responsibilities: The **Roving Assistant Coach** is responsible for leading a subgroup of any of the color groups. The Roving Assistant Coach will be able to follow the lesson plan of any Head Coach in the event that there are absences from coaching that need to be filled to ensure coaching coverage. The Roving Assistant Coach will be assigned to the necessary group by the Coach Coordinator. The Roving Assistant Coach is also responsible for encouraging and atmosphere of fun learning.

Commitment: Saturdays from January-mid March

Group Helpers (3pts.)

Responsibilities: The **Attendance Group Helper** is responsible for taking attendance and passing out name tags. The group helper **can**(but doesn't have to) also ski with the group and be an adult presence under the guidance of the Head Coach or Assistant Coach who is skiing with the group/subgroup.

Commitment: Saturdays from January-mid March

Responsibilities: The **Ski Along Group Helper** is responsible for skiing with the group/subgroup as an adult presence under the guidance of the Head Coach or Assistant Coach who is skiing with the group/subgroup .

Commitment: Saturdays from January-mid March.

Coordinating

Parent Involvement Program

PIP coordinator (4pts), PIP assistant (3pts)

Responsibilities: Develops and coordinates volunteer positions with parents and various coordinators, develops KM calendar

Commitment: Requires pre-season planning, time at registration and follow-up throughout season.

Saturday Juice

Juice Coordinator (3pts.)

Responsibilities: Purchase supplies and coordinate schedule.

Commitment: Before and during season. Saturdays.

Saturday Juice Helper (1pt)

Responsibilities: Set up and clean up juice at the end of Saturday ski. **Commitment:** 2 Saturdays

Jr. Bear Chase

This year's date: 03-08-08

Director (4pts)

Responsibilities: Coordinates all aspects of Jr. Bear Chase with the help of 3 Jr Bear Chase Chiefs. PIP coordinator will provide a list of volunteers. Also in charge of press releases and advertising.

Commitment: Requires planning and coordinating in advance, with a lot of activity in March. The most intense activity occurs the week before and the day of the event.

Jr. Bear Chase Chiefs (3pts)

Registrar Chief

Responsibilities: registration, collect race fees, computer entries (names, results), hand out race bibs

Commitment: mostly day of event

Course/Stadium Chief

Responsibilities: set-up/take-down of race course, start and finish area. In charge of sweep and Bear, bib collection/cleaning

Commitment: mostly day of event

Awards Chief

Responsibilities: MC for awards ceremony, set-up/clean-up of facility, making/ordering awards, coordinating snacks on race day

Commitment: mostly day of event

Timing Chief

Responsibilities: Ensuring each participant receives a time and is scored in the appropriate category. In charge of timing crew, bib picking, results and runners and scorer.

Commitment: mostly day of event

Jr. Bear Chase Helpers (1pt)

Responsibilities: Vary with job, will be recruited by one of the three Jr. Bear Chase Chiefs

Commitment: Day of event. Length of commitment varies with job.

Jobs: Registrar, registration-day of, course set up/course take down, timers, announcer/starter, results, bib cleaning, line help at start, finish/participation ribbons, course sweep, results, results runner, Bear, snacks, making of awards, order & delivery of Bear cookies, chalet set up and clean up.

2 Ski Swap Coordinators (2pts.)

Responsibilities: Organize and help price ski equipment brought to the swap.

Commitment: Day of swap.

New Coach Training (2pts.)

Responsibilities: Set date for new coach training clinic, put on clinic.

Commitment: Day of clinic plus preparation.

Coach Coordinator (4pts.)

Responsibilities: Educate coaches about games, techniques.

Commitment: December to mid March

Thursday Tigers Coach (4pts.)

Responsibilities: Develops and coordinates Thursday after school Ski Tiger program

Commitment: Thursday afternoons.

Group photographer (2pts.)

Responsibilities: Posed group photograph, as well as random photos. Ideally have a digital camera but traditional OK.

Commitment: Self-determined.

Name Tags (2pts.)

Responsibilities: Create nametags, put on colored stock paper and distribute to coaches.

Commitment: December - January

Apparel Distribution (3pts.)

Responsibilities: Prepare apparel for distribution, sell apparel inventory from previous years at Ski Tiger Saturdays.

Commitment: Ski Tiger season

Special Events

End of Season Awards/KM coordinator (3pts.)

Responsibilities: Design fabricate and personalize a participation certificate for each skier in the program. Get packet of paper examples, CD files with clip-art and previous files, and remaining supplies from previous year; design new certificates and purchase necessary supplies as desired (Ski Tigers will reimburse for cost of supplies within reason); complete participation certificates as end of season approaches to hand out at end-of-the-year pool party. Distributes calendar for recording Ks, set end-date for reporting Ks skied for season, provide updates and encouragement throughout season via newsletter or at Saturday Tiger's, remind skiers (and parents) to turn in Ks calendar in a timely manner, collects Ks at end of season, makes & presents certificates, purchases and distributes prizes for top 3 male and top 3 female Ks in each group at end-of-the-year pool party.

Commitment: Before the end of season

Iditarod Award coordinator (1pt.)

Skiers earn Iditarod hats by participating in 2 or more races/season. The first time award is a special red hat; skiers are recognized at the end of season party, but hats are given as they are earned.

Responsibilities: Contact person for skiers who participate in 2 or more races/season and distributes award (hat).

Commitment: Throughout season until pool party.

Picnic In the Snow Helpers (1pt)

This year's date: 03-15-08

Responsibilities: Help pour juice, hand out hot dogs, maintain food table.

Commitment: Morning of picnic.

Pool Party Coordinator (2pt.)

This year's date: TBA

Responsibilities: Coordinate the facilities at Finlandia, get supplies (cups, plates, napkins, plasticware), coordinate set up and clean up, etc.

Commitment: Reserve pool & gym in January. Prep week/day of.

Pool Party Help (1pt.)

Responsibilities: Set up, clean up, etc.

Commitment: Day of pool party.

Copper Isle Classic Race Helpers (1pt.)

This year's date: TBA

Responsibilities: Help time during classical race.

Commitment: Day of the event.

Snacks for race (1pt)

Responsibilities: Provide and deliver a snack for race day, i.e., fruit, crackers, cheese, pretzels, etc.

Commitment: Day of race.

Communication

Phone Tree

Coordinator (2pts)

Responsibilities: Develop, coordinate, and activate phone tree throughout season.

Commitment: January - March

Callers (1pt)

Responsibilities: Call list with message, notify coordinator when unable to make calls.

Commitment: January - March

e-mail List-Serve Coordinator (2pts)

Responsibilities: Able to be an administrator at MTU.

Commitment: Throughout the year.

Data Base/Registrar (4pts.)

Responsibilities: Maintain and update club registration information/spreadsheet.

Commitment: November - April

Newsletter Editor (4pts.) Vice President of Ski Tiger Board.

Responsibilities: Compose 4-6 newsletters, including preseason. Distribute either by e-mail or US postal.

(Label, stamp & mail.)

Commitment: Oct-April

News Releases (2pts.) President of Ski Tiger Board

Responsibilities: Contact local radio and news outlets with Ski Tiger info.

Commitment: Oct-April

Web Master (2pts)

Responsibilities: Designs and organizes the web site for logical navigation. Updates site w/information provided by Ski Tigers board members & coaches (adding photos, adding links to newsletters), reviewing site periodically to make sure it is current & accurate.

Qualifications: Knowledge of HTML, have an HTML editing program, know the basics of Photoshop (or similar photo manipulation program) to create graphics and download photos, be familiar with moving files between a home computer and server via FTP or a similar protocol. Having the ability (i.e. the software) to create PDF files is also helpful.

Commitment: September to April

