



August 7, 2017

Job Description

Title: Professional Avalanche Education Program Director, “Pro Program Director”

Company Overview

AIARE is the leader in avalanche education in the USA. We have a network of over 100 provider organizations and 500 instructors teaching over 7000 students a year in formal classes in our recreational program. Our professional training program has set the standard in the industry for over a decade. We prioritize course quality in every decision we make.

AIARE is a 501(c)(3) non profit organization where individuals who excel will stand out and are recognized.

Position Summary: As Pro Program Director, you will oversee all aspects of the delivery of AIARE’s Professional Avalanche Education program. Additionally, you will manage the Instructor Training Team and be responsible for the scheduling of AIARE Instructor Training courses.

Reports to: Executive Director

Consults With:

Richard Bothwell, Executive Director
Colin Zacharias, Technical Advisor

Liz Riggs Meder, Recreational Program Director
John Littleton, Course Logistics Coordinator
AIARE Education Committee and Advisory board

Overall Responsibility: Your overall responsibility is to insure the successful execution of AIARE's Professional avalanche courses.

Primary Tasks:

- Hire and manage AIARE's Pro Trainer Team
- Oversee the training of AIARE's Pro Trainer Team
- Create Pro program course schedule
- Create Instructor Training schedule
- Arrange Pro and instructor course logistics with venue owners
- Use AIARE's online systems to manage course registrations and pre-course communication with participants
- Work with Executive Director, Education Committee and others to update curriculum

Working Conditions

You will work from home office (or appropriate office) as well as from field locations where AIARE Pro Courses are being taught. AIARE has no central office. You will need to be "tech savvy", comfortable communicating using a variety of modern technologies.

Courses require human-powered travel over snow, and several hours/day spent outside in conditions that can include cold, snow, and wind.

Time commitment: Approximately 26 office hours per week fall/winter/spring. Summer hours to be determined. AIARE Pro Courses require travel and a time commitment ranging from 4-8 days per class. You should expect to attend 4 AIARE courses per season, including staff meetings/trainings.

This position can be combined with other opportunities at AIARE to create a seasonal or year round full time position.

Qualifications:

Your qualifications should include:

- 5 years of avalanche industry experience, including professional level avalanche training
- Significant first-hand experience with AIARE programs
- Proven performance managing teams and scheduling
- Excellent organizational skills
- Excellent communication skills, both verbal and written
- Excellent problem solving skills
- Familiarity with AAA Pro Training Program

Limitations and Disclaimer: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required.

Starts: September 1, 2017 **Compensation:** \$25/hour

How to apply

Interested applicants should send a cover letter, resume and references via email to: jobs@avtraining.org. Please reference Pro Program Director in the subject line of your email.

Closing date for applications is August 25, 2017. We will conduct interviews immediately, with an expected start work date no later than Sept 12, 2017.