

JOB DESCRIPTION: Oversee the daily operation of the Race Department & crew. Hire, train, motivate and discipline staff.

QUALIFICATIONS:

- Clear and concise written and verbal communication skills
- Ability to work in a sometimes high stress, fast paced environment
- Ability to work effectively with other departments
- Must have a positive attitude, good leadership and motivational skills to set example for subordinates.
- Must consider courtesy and safety high priorities
- Be willing and able to provide excellent customer service to all people at all times.

PRE-SEASON DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Interview, reference check and hire Race Department crew.
- Maintain and upgrade on-hill facilities, such as race shacks, finish podiums and scoreboard areas
- Secure, order and maintain supplies, materials, equipment and tools belonging to the department.
- Be familiar with Sugar Bowl policies and procedures as to set example for employees to follow.
- Prepare and review annual budget for the Race Department. Analyze budget vs. actual reports on a regular basis to ensure that we remain within projected expense and income limits.

IN-SEASON DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Represent the Sugar Bowl Ski Team and Academy and its members to race committees and ski racing associations, such as Far West (ACC) and FIS.
- Submit bids to FW and USSA and other ski racing organizations in order to obtain events for Sugar Bowl, including FIS, USSA, North Tahoe League and other club, college and high school races.
- Oversee Race Department Staff in all aspect of race and competition events management, with the goal of hosting events at all levels in a professional and superlative manner. The goal is to send people home raving about Sugar Bowl and all aspects of their experience at our area.
- Communicate with race participants and officials regarding aspects of race management.
- Coordinate with Ski Team race volunteer coordinator to fill roster of race workers for each event.
- Represent the Sugar Bowl Ski Team as its public relations emissary; speak for the team in a way that advances its mission.
- Oversee the recruitment, hiring, training, and performance evaluations of all Race Department staff.
- Foster an atmosphere of respect and courtesy between coaches, parents, athletes, resort employees, and the public; ensure that we maintain a strong emphasis on the customer service aspect of our program.
- Ensure a positive work environment for all staff and volunteers. Maintain appropriate decorum and language in dealing with team and staff members.
- Maintain full awareness of the mission and goals of all aspects of our program
- Ensure that all on-hill staff receives the equipment and resources they require to perform their various functions in an optimal fashion.
- Maintain inventory of all on-hill equipment, including gates, drills, wrenches, timing equipment, radios, chargers. Replenish inventory as needed, following parameters outlined in the budget for each year.
- Arrange for volunteer and staff management of events associated with races, such as banquets and awards ceremonies.

- Oversee all aspects of race events, including arrangement of special projects, such as gift/sample distribution to race participants and the ordering and sale of merchandise, such as race-specific sweatshirts and tee-shirts.
- Supervise the ordering of and distribution of awards for award ceremonies (in coordination with ski team staff).
- Ensure the utmost on-hill safety for those training and racing using our facilities. Adhere to current standards for fencing of on-hill obstacles for each discipline.
- Supervise scheduling of lanes in race arena and other training sites.
- Maintain snow surfaces in training and race areas according to the needs of coaches at each program level. You are the point of contact to coordinate the snow-making, grooming and watering needs associated with snow preparation appropriate to elite-level ski racing and competition.
- Attend Orientation and ensure Race Department staff attends Orientation

Contact Kevin Roop: kroop@sugarbowl.com or 970.389.4270