

### Asessippi Snow School Director

Asessippi is a year round playground for winter snow sports, summer mountain biking, outdoor enthusiasts and a beautiful wedding venue. We are a team of innovative, hard workers with drive to get things done. We have so much fun providing our guests with an unforgettable experience.

We are looking to hire an energetic, driven, self-motivated, experienced individual to lead our snow school team in this exciting and ever changing tourism and recreation market. The director will Report to the General and Assistant Manager to plan, organize, and implement a high quality program or programming that is stimulating and enjoyable for all participants. Provide supervision, guidance and coaching to staff and volunteers. Responsible for the safety and wellbeing of staff and registered participants at all times.

### **Responsibilities:**

- Daily coordination with school and group sales regarding booking and scheduling of all snow school products
- Orientation, training, development, coaching and evaluating of staff
- ensure all snow school products are delivered with the highest quality
- Ensure scheduling is on target with the projected volume for each week while maintaining the budget set forth
- Perform weekly (or daily as deemed fit) skill improvement sessions with instructors
- Perform performance reviews with instructors
- Perform OH & S safety talks
- Review daily lesson sheets for instructors, identify changes and review with administration
- Complete administrative duties in a timely manner (staff and program scheduling, payroll, uniform distribution, incident/accident reports)
- Handle program feedback in a professional manner by providing exceptions customer service
- Maintain complete vigilance while on duty and be ready to respond to any emergency situation and lead
- Report all concerns, accidents and incidents to immediate supervisor for follow up and take appropriate action
- Maintain an understanding of department programs and services
- Understand, adhere to and enforce corporate policies and Procedures, confidentiality guidelines, emergency protocol and procedures and health and safety standards for all participants and staff
- Attend meetings/ training as required
- Prepare and maintain an inventory of snow school equipment (radios, jackets, stubby's, drill etc)
- Other duties may be assigned as required