

<b>Job title</b>	<b>CSP Non-Skiing Events Coordinator</b>
<b>Responsible to</b>	National Vice-President of Patrol Operations

### **Job purpose**

The national CSP Non-Skiing Events Coordinator is appointed by the Vice-President of Patrol Operations and approved by the President and CEO of the CSP. The national CSP Non-Skiing Events Coordinator provides support to the operational aspects non-skiing events organized and operated by the divisions and zones while in parallel aligning to the strategic plan as directed by the Board of Directors of the CSP. The national CSP Non-Skiing Events Coordinator may also, from time to time as required take on a leadership role for events that required patrollers from multiple divisions or where local zones may not wish to participate in an event where CSP presence is deemed to be beneficial to the organization as a whole.

### **Objectives of the national CSP Non-Skiing Events coordinator**

- Support the efforts of the CSP division and zone presidents to develop and deliver a non-skiing events program.
- Liaise and foster positive relationships with each division, zone and national partner that uses our services.
- Take a leadership role in coordinating participation by the CSP where patrollers from multiple zones and/or divisions are involved
- Oversee and adapt initiatives, which enhance the ability and delivery of non-skiing events first aid services.
- Provide mechanisms to adopt and move forward with programs supporting the non-skiing events first aid services being brought forward from the divisions and zones within the CSP.
- Provide mechanisms to adopt and move forward with programs supporting the non-skiing events first aid services within the strategic plan from the board of directors for the CSP.
- Provide and manage mechanisms to reduce our liability working with zones, divisions and our national insurer.

### **Duties and responsibilities**

The primary duty of the national CSP Non-Skiing Events Coordinator is to support and assist in the CSP's mandate for non-skiing events first aid services, understanding that it is the zone coordinators that are directly responsible for managing and operating the 365 events. The division and zone coordinators are appointed locally by their respective presidents.

The specific duties of the national CSP Non-Skiing Events Coordinator are:

- Monitor and maintain the requirements, resources and coverage for insurance of patrols, zones and divisions participating in non-skiing event first aid services.
- Serve as a facilitator and share best practices related to non-skiing events first aid services with zone and division representatives.

- Foster and support new initiatives put forward for non-skiing events first aid services while maintaining the spirit of the strategic plan set in place for the CSP.
- Work with zones, divisions and the NMC to develop standards for the marketing, administration and operations of non-skiing events first aid services.
- Represent the CSP in an official capacity to national organizations as required and enter into partnership with our non-skiing events first aid services and to act as a liaison internally as needed.
- To be a resource to those delivering non-skiing events first aid services to support consistent and professional delivery across Canada.

### **Qualifications**

All members of the executive level of the CSP should have the following general qualities and specific skills that include but are not limited to:

- Excellent written and verbal communication skills.
- Ability to properly manage and chair meetings in all formats (virtual and in-person).
- Ability to discuss and manage expectations, direction and outcomes with division and zone presidents and coordinators.
- Solid working relationship with all CSP officers, staff and members at various levels.
- Good understanding of the governance and operations of the CSP.
- Understanding and ability to appeal to different types of members and provide insight to the Vice-President of Patrol Operations as to the needs of the members with respect to non-skiing event first aid services.
- Being an active regular member, with day-to-day patrol experience.
- Knowledge of the existing CSP operations requirements for non-skiing event first aid services from the level of zone up to the national level.
- Understanding of the key challenges of various non-skiing event first aid conditions and environments.

### **Additional skills that would benefit the successful candidate – highly preferred:**

- Has demonstrated a successful track record holding previous positions as either a division or zone executive officer.
- Has previous experience as a coordinator of non-skiing event first aid services at the division or zone level.
- Has knowledge of the non-skiing first aid events services from both operational and active patroller bases.
- Has demonstrated ability to coordinate a program on at least a local zone level.

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Approved by:	-VP Patrol Operations
Date approved:	April 1, 2020
Reviewed:	<del>Zoe Robinson</del> , CEO & National President

This job description has been evaluated and adopted based on an annual inventory of activities.