

Job title	Director of On Snow Training
Responsible to	National VP Training and Development

Job purpose

As a member of the national training and development committee (TDC), the director of on snow (OS) training contributes to the management of the training resources associated with the on snow qualification and avalanche awareness programs. This contribution supports the ongoing development of the members of the Canadian Ski Patrol (CSP), in accordance with strategic direction from the vice-president (VP) training and development (T&D).

The objectives of the director of OS training are to:

- Assist the VP T&D by defining, providing and managing the resources required to qualify and re-qualify CSP members in OS skills.
- **Provide the VP T&D with timely input to support the VP's responsibility as a member of the NMC.**
- Collaborate with the national T&D portfolio in developing an annual operational plan and monitoring ongoing progress through the year, addressing any challenges that may arise.
- Proactively monitor leading OS delivery and development organizations to identify and develop new standards and appropriate protocols for use within the CSP. Organizations include but are not limited to members of FIPS.
- Ensure coordinators in ICP AFA and OS are actively engaged with the appropriate discipline stream to ensure training modules developed to train patrollers reflect the current skill progressions, learning theory and instructional approaches in either face to face, eLearning or virtual programs.
- Ensure OS products are produced as forecast working collaboratively with Training and Development committee (TDC).
- Ensure that the CSP's instructor certification program reflects the current instructional approaches for adult learning to be applied in AFA, OS and Instructor training.
 - **Ensure that the CSP's avalanche awareness program is in accordance with Canadian Avalanche Association requirements.**

Duties and responsibilities

The primary duty of the director of OS training is to assist the VP T&D with the management of the training of patrollers for on snow qualification. This position is

tasked with overseeing the coordinators responsible for on snow, avalanche awareness, and the associated on-line learning programs. In addition to being a contributing member at national TDC meetings, the director of on snow training is also responsible to:

- Respond to requests from national VP T&D.
- Collaborate with national TDC members.
- Manage the coordination for the resources of OS training programs for members and instructors.
- Collaborate with director ICP and director T&D to ensure training materials are developed reflecting current ICP learning approaches, progressions, assessment and evaluation, and with the director T&D to provide current delivery techniques.
- Collaborate on the development and delivery of OS training support materials, including but not limited to: CSP On Patrol manual, OS evaluations and the national on snow symposium.
- Deliver specific tasks within agreed deadlines.
- Provide input for the annual T&D budget requirements, sufficient to meet the needs of the OS training and avalanche awareness components.
- Collaborate with the Deputy VP T&D to provide advice and direction for division training managers, and/or their instructors, in regard to resolution of problems in the areas of OS training.
- Foster bi-directional communication between the national and divisional/zone levels of OS training and qualification. This will include communication directly to instructor trainers as required.

Qualifications

The qualifications for this position are broken into two specific categories.

All members of the national training and development portfolio should have the following general qualities:

- Good written and verbal communication skills.
- Ability to properly manage and contribute in electronic as well as in person formats.
- Ability to discuss and manage expectations and outcomes with TDC members.
- Ability to work as a team to formulate national scope programs and solutions.
- Computer literacy.
- Good time management skills to respond to diverse, but frequent demands on time to provide guidance, advice, and decisions in a timely manner.

As the director, this position has specific skills and qualifications that must include, but are not limited to:

- Understanding of, and ability to appeal to, different learning styles.

- Certified as either an instructor or instructor trainer in OS programs for the CSP.
- Detailed knowledge of the existing CSP OS training programs and knowledge of the ICP and advanced first aid training programs.

Additional skills that would benefit the successful candidate, while not required, are desirable:

- Active regular member, with day-to-day patrol experience.
- Previous experience as either a division or zone training manager.
- Exposure to different educational approaches in other divisions or zones.
- Familiarization with French and English languages.

All qualifications comply with federal, provincial and territorial human rights legislation.

Direct reports

Refer to current TDC organization chart and package for current direct reports to the Director OS.

Each director of the national T&D portfolio is appointed by and reports to the VP T&D after confirmation by the management committee. OS team members are recommended by the director, approved by the VP T&D and report to the director.

Approved by:	VP training and development
Date approved:	31 July 2021
Reviewed:	