

Job title	Director of Professional Development
Responsible to	National VP Training and Development

### Job purpose

As a member of the national training and development portfolio, the director of professional development (PD) contributes to the management of the training resources associated with the advancement of professional training. 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 PD are to:

- Assist the VP T&D by identifying, developing and managing the resources required for leadership training of CSP members.
- Provide the VP T&D with timely input to support the VPs 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.
- Ensure professional development products are produced/accessible as forecast working collaboratively with Training and Development committee (TDC).
- Enhance the professional development qualities of CSP members.

### Duties and responsibilities

The primary duty of the director of PD is to assist the VP T&D with the management of the professional development resources. This position is tasked with overseeing the development and coordination of professional development programs for patrollers in, or seeking to be in, leadership roles. In addition to being a contributing member at national T&D portfolio, the director of PD is also responsible to:

- Respond to requests from national VP T&D.
- Collaborate with national TDC members.
- Develop and implement a project plan for a professional development program to:
  - Investigate the needs of divisions/zones.
  - Investigate the options available in both languages.
  - Manage the coordination for the resources of professional development programs.
- Deliver specific tasks within agreed deadlines.

- Provide input for the annual T&D budget requirements, sufficient to meet the professional development components.
- Coordinate a committee of divisional representatives to promote leadership development at zone/patrol level.
- Provide advice and direction for the PD committee in regard to resolution of problems in the areas of leadership training.
- Foster bi-directional communication between the national and divisional/zone levels.
- Liaise with other portfolios, such as members and resorts, for the determination of appropriate course content.

## Qualifications

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

All members of the national T&D 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.

As the director of PD, 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 either advanced first aid or on snow disciplines.
- Detailed knowledge of pre-existing leadership 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 PD.

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

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

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