

Job title	Director of Training & Development Resource Production
Responsible to	National VP Training and Development

Job purpose

As a member of the national training and development portfolio, the director of training and development resource production contributes to the development and management of training resources in accordance with the advanced first aid, on snow, avalanche, and instructor certification 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 T&D resource production are to:

- Assist the VP T&D and the advanced first aid, on snow and instructor certification program directors by developing and managing the resources required for advanced first aid training, on-snow training and instructor training of CSP members.
- Provide the VP T&D with timely input to support the VPs responsibility as a member of the NMC.
- Proactively monitor leading online, eLearning, and classroom delivery and development organizations to identify and develop new standards and appropriate protocols for use within the CSP.
- 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 ICP AFA and OS instructor training coordinators 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 all products are produced as forecast working collaboratively with Training and Development committee (TDC).

Duties and responsibilities

The primary duty of the director of T&D resource production is to assist the VP T&D with the development and management of the training resources required to qualify patrollers and certify instructors. This position is tasked with overseeing the coordinators responsible for the various components of resource development and maintenance for all CSP training programs. In addition to being a contributing

member at national TDC meetings, the director of T&D resource production is also responsible to:

- Respond to requests from national VP T&D.
- Collaborate with national TDC members.
- Collaborate with directors ICP, AFA and OS to ensure training materials are developed reflecting current AFA and OS CSP standards, and ICP learning approaches, progressions, assessment and evaluation.
- Manage the coordinators for the development and management of resources for training programs for members and instructors.
- Collaborate on the development of training support materials including but not limited to: CSP manual, associated media and graphics, training modules, online learning and storage of the resources.
- Deliver specific tasks within agreed deadlines. This includes ensuring that the training support materials are submitted for translation in a timely manner to meet program delivery timeframes
- Provide input for the annual T&D budget requirements, sufficient to meet the needs for training resource development and maintenance for the advanced first aid, on snow and ICP training programs.
- 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 training resources.
- Foster bi-directional communication between the national and divisional/zone levels of training and qualification or certification. 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 of T&D resource production, 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 advanced first aid or on snow program for the CSP.
- Detailed knowledge of the existing CSP training programs (ICP, advanced first aid and on snow).

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 T&D resource production.

Each director of the national T&D portfolio is appointed by and reports to the VP T&D after confirmation by the management committee. T&D resource production 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:	

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