

Job title	Deputy VP of Training and Development
Responsible to	National VP Training and Development

Job purpose

As a member of the national training and development committee (TDC), the deputy VP of training and development contributes to the overall awareness of production of training resources, and the communication with division and zone training managers in the delivery of the resources to the Canadian Ski Patrol (CSP) membership. This contribution supports the ongoing development of the members of the CSP, in accordance with strategic direction from the vice-president (VP) training and development (T&D).

The objectives of the deputy VP T&D are to:

- Assist the VP T&D with managing the components and resources required to qualify and re-qualify CSP members in advanced first aid and on-snow skills, and to certify and re-certify CSP instructors and instructor trainers.
- Ensure bi-directional communication with the division training managers (DTM) of the national training and development committee (TDC) regarding the resource needs of the divisions and the delivery of training resources.

Duties and responsibilities

The primary duty of the deputy VP T&D is to assist the VP T&D with the management and communication of the training and certification of patrollers and instructors. This position is tasked with being aware of the status of the projects led by the directors responsible for advanced first aid, on snow and avalanche awareness, the instructor certification program, leadership development and T&D resource production. In addition to being a contributing member at national T&D portfolio meetings, the deputy VP T&D is also responsible to:

- Respond to requests from national VP T&D.
- Collaborate with national TDC members.
- Collaborate on the development and delivery of training support materials including but not limited to: CSP manual, annual evaluations, and the national first aid and on snow symposiums.
- Deliver specific tasks within agreed deadlines.
- Provide advice and direction for division training managers, and/or their instructors, in regard to resolution of problems in the areas of training.

- Proactively develop and maintain effective communication channels with DTMs both individually and collectively, and to monitor and promote the DTMs' effective communication within their division.
- Foster bi-directional communication between the national and divisional/zone levels of training and 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 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.
- 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 deputy VP T&D, 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 first aid or on snow programs for the CSP.
- Detailed knowledge of the existing CSP training programs (ICP, 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 VP T&D

The Deputy VP T&D is appointed by and reports to the VP T&D after confirmation by the management committee.

Approved by:	Vice President Training and Development
Date approved:	31 July 2021
Reviewed:	

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