

Job Description: EMXC Assistant Coach & Program Coordinator

Eastern Mass Nordic, Inc

O/A Eastern Mass Cross Country (EMXC)

JOB TITLE: EMXC Juniors Assistant Coach & Program Coordinator

REPORTS TO: Head Coach

LOCATION: Weston, MA and various training and race venues

TRAVEL: Travel to training camps and races out of state expected.

Overview

The EMXC Assistant Coach and Program Coordinator will assist the Head Coach and Program Director in leadership of the EMXC Juniors cross-country skiing program, composed of approximately 55 athletes ages 13-18. The Juniors program is a part of Eastern Mass Nordic, Inc., O/A Eastern Mass Cross Country (EMXC), a 501(c3) established in 2020. EMXC supports over 300 skiers ages 7 - 18 in the Greater Boston area. The Assistant Coach and Program Coordinator will work to uphold the mission and vision of EMXC.

Vision: To bring the joy of cross country skiing, whether recreational or competing at the highest levels, to youth and juniors. To grow the ski community across the greater Boston area.

Mission: To offer high quality, age appropriate cross country ski coaching and instruction to youth and juniors. To develop skilled coaches and engage athletes' families in skiing to build a lifelong appreciation and enjoyment of the sport.

Qualifications and Certification Expectations

- US Ski & Snowboard L100 coach certification, or plans to complete.
- American Red Cross or similar First Aid and CPR / AED certifications.
- Strong background and familiarity with cross-country skiing and a fitness level that will allow training with the skiers as needed (both dryland and on snow).
- Experience creating and adapting training plans to athlete needs.
- Demonstrated ability to create a positive, athlete-centered, team experience, and to unite community members around the shared mission of EMXC.
- Demonstrated leadership skills and the ability to lead and motivate athletes, coaches, and volunteers.
- Exceptional planning, organizational, and communication skills.
- Experience assisting in race-day wax service in a team environment. Knowledge of wax selection preferred, eagerness to learn about waxing process required. Willingness to

collaborate with other coaches and volunteers to provide race-day service for 50+ athletes.

Team Leadership Responsibilities

- Understand the overall mission and goals of EMXC, as well as the EMXC Juniors coaching philosophy, and communicate these clearly and consistently to athletes.
- Demonstrate excellence in written and verbal communication.
- Demonstrate a growth mindset in coaching athletes and in personal coaching development.
- Collaborate with Juniors Head Coach to evaluate club progress and ensure program alignment with EMXC's vision, mission, and guiding principles. Participate in feedback sessions with Juniors Head Coach and EMXC Board if requested.
- Represent and convey EMXC vision and mission to athletes, parents, and skiing community.
- Coordinate program plans and development with the Juniors Head Coach, Program Committee, and Youth Head Coach to ensure EMXC is providing a high quality experience across the spectrum of its programs.
- Ensure safety of athletes during training sessions, races, and camps.
- Resolve intra-team conflict in a tactful and appropriate manner, reporting to Juniors Head Coach when necessary. Maintain open lines of communication with all coaches and relevant Youth and Juniors leadership.

Assistant Coach Responsibilities

Coach Development

- Assist Juniors Head Coach in development and coach education opportunities, and participate in opportunities when appropriate.
- Assist Juniors Head Coach in planning and execution of dryland and on-snow coaching clinics.

Training Planning

- Demonstrate a strong knowledge of the physiological, technical, emotional, and mental demands of cross-country skiing. Assist Head Coach in incorporation of this knowledge into training planning, execution, and assessment.
- With Head Coach, develop age-appropriate program goals for athletes, and communicate these goals to athletes and parents.
- Assist Head Coach in development of annual, periodized training plans in line with appropriate loading for Long Term Athlete Development (LTAD), and communicate this plan to athletes and parents.
- Monitor athletes' developmental progress, and adjust training plans as necessary to support long-term development.

- Prioritize a whole-athlete approach, recognizing the variety of academic, athletic, and extracurricular commitments of team members. Guide athletes in positive decision-making that supports a long term vision of involvement with ski racing.

Training Session Leadership

- Collaborate with the Juniors Head Coach to ensure advance preparation for training sessions.
- Provide coverage as requested by the Juniors Head Coach at training sessions throughout the year, leading sessions as needed.
- Attend up to 5 days of training per week outside of race season and up to 6 days of training per week during race season.

Race and Event Management

- Attend summer, fall, and winter training camps for athletes.
- When requested by Head Coach, represent EMXC by coaching at regional and national training camps and races, e.g. JNs, EHS, U16 Championships, Eastern REG camp, Eastern RDG camp, etc.
- Provide on-site race support at all team-supported competitions.
- Assist Head Coach in organization of race-day wax support for athletes, and in providing wax service at a competition-appropriate level.
- Assist Head Coach in athlete equipment evaluations and advance planning for winter race ski selection.
- Assist Head Coach in planning, supported by club volunteers, out-of-town competitions and camps, including transportation, accommodation, wax, equipment, and race entries.

Athlete Support and Development

- Assist athletes in goal setting, planning, and time management for training.
- Engage athletes in personalization of training programs.
- Work one-on-one with athletes to teach skiing and life skills including strategies for organization, preparation, and execution of training, general time-management, individual goal setting, mental preparation, adjustments to training load, injury prevention, and creative problem solving.
- Educate athletes on general training principles with age-appropriate perspective.
- Offer meaningful and constructive feedback on training, fitness, technique, race prep, and performance.
- Foster individual accountability tied to team goals.
- Assist Head Coach in support of skiers interested in collegiate skiing, connecting them with coaches and aiding in recruiting.
- Collaborate with EMXC Youth coaches to ensure continuity and retention.
- Assist athletes in their education on training log use and use of logging platforms (e.g. Google Sheets, Training Peaks, etc.).

Program Coordinator Responsibilities

Outreach and Collaboration

- Collaborate with Program Director and Volunteer Coordinators to ensure ample volunteer support for the Juniors program.
- Assist Program Director in coordination of collaborative efforts of Juniors volunteer committees, attending periodic volunteer operations meetings.
- Assist Head Coach in local outreach, including with Youth Enrichment Services (YES) staff and other nearby organizations.
- Collaborate with Weston Ski Track (WST) staff and Friends of Leo J. Martin Skiing (FOLJMS) volunteers to enhance skiing access in the Greater Boston area.
- Assist Head Coach in coordination of winter training schedule with WST staff.

Operations

- Collaborate with Head Coach to ensure that skiers joining the program demonstrate sufficient skiing competency for success in the program.
- Assist Head Coach in developing year-to-year enrollment projections.
- Assist Head Coach in facilitating athlete transition from EMXC Youth to Juniors program.
- As needed, assist the Head Coach in budgetary decisions and drafting.

Comply with Policies

- Promptly submit appropriate reimbursement paperwork for all reimbursable events and purchases.
- Comply with club insurance policies.
- Comply with US Ski & Snowboard's Minor Athlete Abuse Prevention Policy (M.A.A.P.P.).

Club Development and Strategic Planning

- Assist Head Coach in collaboration with the EMXC board to continue progress towards US Ski & Snowboard Bronze Level certification for the club.

Communication

- Assist Head Coach in keeping the club's various constituencies informed with regular, timely verbal and written communications. Constituencies include athletes, coaches, the board, non-coach volunteers, parents, and the local ski community.
- Communicate clear understanding of the club's direction and objectives to athletes, coaches, volunteers, and parents, using messaging that is in line with that of Head Coach.

- Assist Head Coach and Juniors volunteer committees to create trip plans and trip budgets.
- Represent the club in a positive and professional manner at all times.

Compensation

- This is a full-time position. Compensation commensurate with experience and includes contribution for health benefits.
- The position includes 3 weeks of paid time off per year (including vacation, personal days, and sick and safe leave).