

**Ski Tigers Race Team
Parent Involvement Program (PIP)
Job Descriptions**

Questions? Contact skitigerraceteammanager@gmail.com

Large Jobs

Fall Gear Swap: Organize and manage the fall ski swap held during Ski Tigers registration. Coordinator will be responsible for: advertising, coordinating site prep/set up, assigning and coordinating tasks, money exchange, and site clean-up.

Ski Team General Manager: work directly with the team coaches and parents/coordinators to oversee team activities, logistics and finances. Travel is not required for this position. Key functions include:

- Review the team budget with the coach and parent committee.
- Organize and chair meetings of the Race Team Advisory Committee.
- Serve on the Ski Tigers Board of Directors.
- Coordinate race team registration including collection of registration materials and fees for summer and regular season programs; oversee club registration with CXC and individual competitor registrations for athletes and coaches; provide coaches with updated registration information including registration forms with medical/insurance information and emergency contact info.
- Communicate with skiers & parents about upcoming races and logistics.
- Coordinate parent support of race travel logistics for out of town races according to the travel itinerary developed with the head coach and working with team travel and food coordinators to insure transportation, lodging, food needs and related logistics/race support are addressed.
- Coordinate Race team PIP jobs

Ski Team Assistant Manager: work directly with the team general manager and parents/coordinators to assist with team finances and the coordination of food/meals to support events. Travel is not required for this position. Key functions include:

- Assist with preparation of the race team budget and monitor through the season.
- Serve as Treasurer for the race team
- Track expenses for each race, communicate the expenses to the skiers and parents, collect and deposit funds in a race team bank account.
- Attend and take minutes of the race team advisory committee meetings.
- Attend Ski Tigers Board of Directors meetings in the absence of the head coach and/or general manager
- Coordinate the planning of meals and purchasing of food to support the team at events. Food purchase expenses are reimbursed.

Christmas Camp Coordinator: Coordinate logistics for the Christmas Camp in collaboration with coaches. This includes arranging for pasty feed for all teams on the first night and securing

a location for the brown bag lunch on the second day. The majority of this job can be done in advance of the camp dates.

Team Banquet and Awards: Coordinate the end-of-year race team banquet and awards.

(?) Spring Gear Swap: Organize and manage the fall ski swap held during Ski Tigers registration. Coordinator will be responsible for: advertising, coordinating site prep/set up, assigning and coordinating tasks, money exchange, and site clean-up.

Small Jobs

Website Manager: Keep Race Team information up to date on the Ski Tiger website.

Equipment Manager: Check team equipment in and out; track inventory and maintain records of equipment checkouts and maintenance.

Uniform Manager: Coordinate distribution and collection of Ski Tiger uniforms. Work with coaches to determine sizes for each athlete and resolve the available supply with the demands for sizes. Note any damage when jackets and race suits go out and come back at the end of the year.

Econofoods Bagging: Econofoods has a program in which organizations take the place of regular grocery baggers for a Saturday. Posters announce the organization to shoppers and prominently placed jars invite tip/donations. Responsibilities include: Coordinating a training session with store manager Brian Sorby and the baggers, making poster describing the team for service desk, advertising to appropriate email lists, scheduling baggers, bag with skiers, count and deposit funds.

Econofoods Receipts: Coordinate the collection of Econofoods cash register receipts and redeem them according to Econo guidelines.

Photography: Comp, Devo and Adventure Team photos. Document races and get picture to website manager.

Publicity: Contact and/or write articles for the local paper. Send race results to the local schools for the morning announcements.

Devo practice ride coordinator: Assist Devo parents in coordinating rides for skiers from elementary and middle school to and from practice.

Travel Parents: Provide race support associated with travel to and from race venues. This will include driving, overseeing meal preparation, feeding and cleanup and helping coaches with tasks as required. Mileage is reimbursed. Other reimbursements are trip dependent.