



Job Requisition

Mount Hood Race Team & Academy Program Director

Position Title:	Program Director
Employment Type:	Full-Time, Exempt
Reports To:	Board of Directors
Location:	Mt Hood - Government Camp, Oregon
Season:	Year-Round
Compensation:	Commensurate with experience
Travel	Up to 30%
Application Deadline:	April 30, 2026

About Our Program

MHRTA is a competitive youth ski racing program located on Mt Hood in Oregon, dedicated to developing young athletes aged U8 through U16. Our program combines rigorous on-snow training with athlete development, sportsmanship, and a lifelong love of the sport. We are affiliated with PNW / USSA / FIS and compete at the local, regional, and national levels.

Position Overview

The Program Director is a full time position and serves as the operational and programmatic leader of the organization. Reporting directly to the Board of Directors, the Program Director is responsible for all aspects of athlete development, coach management, parent communication, event coordination, and day-to-day club operations. This is a highly visible, hands-on leadership role that requires both strategic thinking and on the hill presence.

Key Responsibilities

Program Leadership & Athlete Development

- Design and oversee season training plans for all competitive age groups (U8, U10, U12, U14, U16) in alignment with USSA/U.S. Ski & Snowboard athlete development guidelines.
- Direct a team of ~15 staff members (mostly seasonal part time).
- Scheduling and planning of early season training camps (prior to Timberline / Skibowl opening).
- Foster a positive, athlete-centered program culture that emphasizes skill development, teamwork, racing and fun at every level.
- Manage athlete behavior issues along with the BOD to ensure athletes act in accordance with MHRTA guidelines and are positive representatives of MHRTA
- Monitor athlete progress and collaborate with coaches to individualize development pathways.
- Set individual performance objectives and conduct regular evaluations.
- Drive athlete registration, competition entries, and travel logistics for away events. This includes the necessary marketing and community engagement to meet program enrollment targets as well as participation levels in events.

Staff Supervision & Coaching

- Recruit, hire, supervise, and evaluate all part-time and seasonal coaching staff.
- Foster the program culture around professionalism, safety, and positive athlete experience.
- Provide mentorship, professional development opportunities, and performance feedback to coaches.
- Ensure all coaches maintain required certifications (PSIA, U.S. Ski & Snowboard Level 100/200, background checks, etc.).
- Assign coaching responsibilities and manage on-snow training schedules.
- Update BOD on status of coaching staff throughout the year.

Operations & Administration

- Manage the program's annual budget in partnership with the Board Treasurer; track expenses and report financial status to the Board.
- Coordinate and form a liaison with the host ski area on training terrain, gate storage, course setting access, race scheduling, race grooming, lane coordination, training safety, coaches passes.
- Maintain accurate athlete and family records, registration systems, and communications platforms.
- Ensure the program meets all safety, liability, and compliance standards; maintain incident and injury records.
- Manage equipment inventory including gates, timing systems, and club gear.

Organizational Collaboration

- Work and collaborate with other program directors in the PNW
- Participate in US Ski & Snowboard committees

Events and Races

- Coordinate with the alpine race department manager
- Support planning and execution of competitions (Youth Ski League, Northwest Cup/U16 Series, U14 Qualifier Series, Evergreen Cup Series, Buddy Werner Championships, etc)
- Align race operations with development goals

Community & Stakeholder Engagement

- Serve as the primary point of contact for athlete families; communicate program schedules, policies, and expectations clearly and proactively.
- Represent the program at divisional meetings, parent nights, and community events.
- Support fundraising, sponsorship, and club event planning efforts in collaboration with the Board.
- Help maintain and grow club membership by promoting the program to prospective families.

Board Relations

- Attend and report at regular Board of Directors meetings.
- Collaborate with the Board on strategic planning, policy development, and long-range program goals.
- Provide timely updates on program performance, staff matters, and any issues requiring Board awareness.

Required Qualifications

- Minimum 3–5 years of experience in competitive alpine ski racing as a coach, program administrator, or athlete development professional.
- Current or ability to obtain U.S. Ski & Snowboard coaching certification (Level 100 or higher).
- Demonstrated experience managing staff, volunteers, or a team in a youth sports context.
- Strong organizational and administrative skills, including budget management.
- Excellent communication skills with families, athletes, staff, and board members.
- Meet USSS requirements for first aid/CPR.
- Current or able to obtain SafeSport certification.
- Ability to pass a background check.
- Valid driver's license.

Preferred Qualifications

- U.S. Ski & Snowboard Level 200 coaching certification or higher.
- Experience with athlete/registration management platforms.
- Background in nonprofit or volunteer organization management.
- Prior experience as a competitive ski racer at the collegiate or national level.
- Familiarity with FIS or Junior Olympic competition structures.

Working Conditions

This position requires extensive time outdoors in alpine winter conditions, including early mornings and weekends throughout the competitive season (typically November through March/April). Must be able to lift and carry objects and bags up to 50-70lbs and move large amounts of snow. Able to ski with load. Willing and able to work in inclement weather. Summer months involve summer camps on the Palmer snow field on Mt Hood as well as planning, staff hiring, athlete registration, and off-season conditioning activities. Travel to regional and national competitions is required. This role is not a remote position.

How to Apply

Interested candidates should submit the following to wayne.allen@gmail.com:

- A cover letter describing your coaching philosophy and relevant experience
- A current resume or CV
- Contact information for three professional references

Applications will be reviewed on a rolling basis. Position open until filled. We encourage early applications.