

These jobs are not all to be done by PR Director – it is a list of responsibilities that can be delegated, assigned to Manager, eliminated with board approval

Program Director

Club Coordinator/Program Director Responsibility

Self Directed or Committee – Program Director liaison only

Bunny

Jackrabbits

Club
Racing

Parents and
Preschoolers

Special
Programs

Recreational
Adult

Fitness
Masters

Ski
School

- plan season
- revise registration form
- organize registration
- recruit leaders
- promote program
- develop policies
- coordinate program
- recognize volunteers
- liaise with CCY regarding registration, and to obtain program materials, leader training, and CCY membership
- work with CCY re Jackrabbit Jamboree
- coordinate Wax room use with other events/activities

- plan and set schedule with Cross Country Yukon
- liaise with CCY and Chief of Race

- promote
- assist with recruiting coordinators
- evaluate
- report on activities to exec
- newsletter article re: available programs
- special programming such as avalanche course, skills clinics
- events – Christmas Party and Fun Day – coord with Social Director
- coordinate club awards: Monique Waterreus Award, Father Mouchet Award, Masters Award, trophy updates for Don Sumanik Trophy, Gordon Taylor Trophy, Schiffkorn Trophy, Northwestel Yukon Loppet trophies

- meet with ski school prior to season
- evaluate
- tender process if necessary
- liaise
- promote
- develop policies
- report on activities
- meet with ski school to evaluate season

Executive
Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting
- propose fees at annual planning meeting for approval by executive
- update and maintain files
- participate in long range planning
- work with club manager to ensure that Director's responsibilities are delegated
- coordinate activities with PR Director and Facilities Director, Social Director and Manager
- maintain list of volunteers for regular submission to Volunteer Director