

The American Avalanche Association is seeking to fill the position of **Professional Training Coordinator**.

General Position Description

The A3 Pro Training Coordinator oversees all programmatic aspects of A3's Professional Avalanche Training Program, from program launch (winter 2017/18) to ongoing integration for the long-term benefit of avalanche professionals. The coordinator facilitates collaboration in developing and updating avalanche skills and proficiencies that serve as common standards for Pro Training courses (e.g. Pro 1, Pro 2, ProAvSAR). S/he coordinates the Pro Course Provider review process and Pro Training Workshops. The Pro Training Coordinator works closely with the A3 Executive Director on administrative management and oversight of the Pro Training Program and with the A3 Governing Board on big-picture direction for the Program.

Responsibilities

The Pro Training Coordinator leads A3 in collaborative development and successful launch of the Pro Training Program. S/he will be responsible for:

- Representing the A3 Pro Training Program in face-to-face and written communications with stakeholders across the avalanche industry in the United States - developing and distributing clear, focused messaging for individual and industry understanding.
- Facilitating collaboration with and overseeing Pro Training Course Providers and Trainers - soliciting input from Providers and Trainers on pro course development and program evolution, scheduling pro course reviews, providing feedback to pro trainers and course providers during review process.
- Identifying, communicating, and fostering rapport with existing and prospective Pro Course Providers and Trainers and other key industry stakeholders.
- Working collaboratively with Pro Course Providers and other industry stakeholders to develop and regularly update common standards for pro courses, e.g. skills and proficiencies, standard forms, testing rubrics, course pre-requisites, Continuing Professional Development (CPD) requirements, Trainer qualifications.
- Evolving format and content for Pro Training Workshops.
- Organizing Pro Trainer Workshops - timely scheduling, enrollment prioritization, logistics, staffing.
- Coordinating the Industry Advisory Group - requesting input on specific topics and questions related to the Pro Training Program, fielding general feedback from the industry on the program.
- Collaborating with the A3 Executive Director to manage the A3 database of Course Providers, Pro Trainers, and proficient students (when applicable).
- Responding (with appropriate support of other A3 staff and/or Board members) to inquiries or grievances related to the Pro Training Program, Course Providers, Trainers, and/or student outcomes.
- Additional duties related to the Pro Training Program that may arise in the development, launch, and ongoing oversight of the program.

Essential Qualifications

Applicant should be an avalanche professional with experience and skills in training, educating, and coordinating teams of avalanche professionals and a high level of formal avalanche training (e.g. A3 AvPro, L3, CAA-ITP1&2). Excellent communication skills, both written and verbal, are integral to success in this position. Applicant must be able to collaborate and build rapport with a wide array of industry professionals.

Preferred Skills & Experience

- Experience in scheduling and organizing meetings and facilitating collaboration within a diverse group.
- Experience planning and implementing training programs - schedules/timetables, content, logistics, etc.
- Excellent communication skills; ability to work with a diverse range of perspectives and opinions to build consensus, buy-in, and work toward larger program goals.

- Ability to develop documents, efficiently utilize a variety of computer software applications (Word, Excel, PowerPoint, Google docs etc.), and assist with database management to support program needs.

Additional Details

This will be a half-time, year-round employee position, hourly wage DOE. The Pro Training Coordinator will report to the A3 Executive Director. Based upon the needs of the program, there may be opportunity for the position to evolve in the future.

To Apply

Email resume and cover letter to Jaime Musnicki, A3 Executive Director, and Eeva Latosuo, A3 Education Committee Chair, at aaa@avalanche.org by October 31. Interviews will be conducted in November with ideal position start date in early to mid December.