



## **Resort Program Coordinator Description**

SOS Outreach is a sports-based youth development organization. Our goal is to help build character and self-esteem in underserved youth through outdoor activities. We partner with youth-serving agencies and mountain resorts in the winter to provide multi-day snowsports programs that incorporate a set of core values: courage, discipline, integrity, wisdom, and compassion.

Resort Program Coordinators serve as an extension of our full-time staff and oversee our five day Learn-To-Ride and Learn-To-Ski Programs. Sessions typically takes place over the course of five, eight hour, consecutive weekend days, and consists of roughly forty hours of work per session. Learn-To-Ride and Learn-To-Ski programs take place across the United States in California, Colorado, Nevada, New Hampshire, New Mexico, New York, Oregon, Washington, and Wisconsin.

Resort Program Coordinator responsibilities include, but are not limited to:

- Attending Resort Program Coordinator training sessions
- Calling volunteers and youth agency coordinators before the start of a session to introduce yourself and to ensure everyone is set on the meeting location and time
- Managing paperwork packets: lift tickets and liability waivers, emergency contact sheets, incident reports, core values, mountain safety codes, attendance sheets, clothing and equipment sheets and post-evaluations
- Tracking clothing for all participants throughout a session
- Ensuring clothing is properly dried out and pockets are emptied between each ride day
- Meeting adults before groups arrive each morning to prepare for the ride day
- Distributing clothing each ride day (with volunteer support)
- Tracking attendance each ride day (with volunteer support)
- Ensuring all youth get properly outfitted with rental equipment each ride day
- Facilitating the Circle of Love each morning and afternoon
- Checking in on groups while they are riding on the hill with resort instructors to ensure everything is running smoothly
- Serving as the main point person in case of any emergencies
- Meeting the groups for lunch and ensuring they have any bagged lunches or vouchers
- Arranging and announcing end of day meeting time and location
- Tracking student and staff attendance and progress on the SOS online database
- Preparing for and facilitating a graduation ceremony on the final ride day
- Maintaining strong communication with the SOS office and reporting on information (such as attendance and injuries) after each ride day
- Maintaining relationships with resorts contacts and rental shop staff
- Participating in every ride day- consistency is key!

### **Helpful Skills/Interests**

1. Experience, comfort, and passion in working with disadvantaged youth, and low-income families
2. Spanish language proficiency and cultural literacy
3. Awareness of factors impacting the lives of urban youth
4. Willingness to learn about privilege, racism, and oppression and how these social constructions impact students and staff
5. Interest in outdoor based sports and activities such as: camping, rock climbing, rafting, skiing, snowboarding, and backpacking

**Application Process:** -Send resume, cover letter and two references to [sos@sosoutreach.org](mailto:sos@sosoutreach.org)