



## Resort Program Manager – Snoqualmie Position Description 2017/18

**Title:** Resort Program Manager (RPM)

**Site:** Summit at Snoqualmie – Tuesday Nights

**Reports to:** Program Director – Pacific Northwest

**Compensation:** \$500 Stipend and access to purchase a discounted season pass & prodeals

**Term:** Seasonal, Contracted Worker

**Period:** December 4, 2017–February 28, 2018

### Organizational Overview

SOS Outreach, founded and headquartered in Colorado’s Vail Valley, is a national youth development nonprofit utilizing outdoor experiential learning to inspire positive decision making for healthy and successful lives. SOS Outreach delivers long-term life skills development to youth through progressive outdoor programs, providing value to the communities where we operate. Every SOS program incorporates the SOS core values of courage, discipline, integrity, wisdom, compassion and humility. The program targets underserved and at risk youth and offers a multi-year, progressive curriculum beginning with a five-day introductory program called Learn to Ride, continuing with the four-year mentor-lead curriculum and culminating when students return to SOS in a junior mentor capacity. Throughout the curriculum, SOS students focus on outdoor experiential learning, character development, service learning, life skills, and values-based leadership training.

### Resort Program Manager Responsibilities

The Resort Program Manager (RPM) position is a seasonal stipend position. The RPM is responsible for the prep, management, execution, and evaluations for the Learn to Ride program. This position is responsible for executing program days at Summit at Snoqualmie for the 2017/18 winter season in collaboration with the Program Director. The RPM will help oversee volunteer instructors, sherpas, youth, youth agency chaperones, and resort program staff. The RPM will be expected to coordinate and facilitate/attend the following program days:

Program Days/Events	When	Times & Location
RPM Training	Mon, Dec 4 <sup>th</sup> 6:15–9:15 PM	K2 Sports HQ (Seattle, WA)
Volunteer Training (off-hill)	Mon, Dec 11 <sup>th</sup> 5–8 PM	Ballard Library
On-Hill Training	Sat, Dec 16 <sup>th</sup> 7 AM–4 PM	Summit at Snoqualmie
Program Prep	Mon, Dec 18 <sup>th</sup> 5–8 PM	Capitol Hill Library
5 Ride Days (Tuesdays)	Jan 9 <sup>th</sup> –Feb 13 <sup>th</sup> 3–10 PM	Summit at Snoqualmie
Program Wrap Up	February 14 <sup>th</sup> –28 <sup>th</sup>	K2 Sports HQ (Seattle, WA)

## **RPM Responsibilities**

- Help manage relationships with mountain resort staff and youth serving-agencies on program days
- Plan and implement the SOS Outreach Learn to Ride core value curriculum as outlined in the SOS Program Objectives
- Help plan and facilitate volunteer training and on-hill training for volunteer instructors with other RPMs and Program Director
- Ensure all volunteers and youth agency coordinators are adequately prepared with proper expectations for their assigned role and have received instruction on the SOS curriculum, best practices in working with youth, and risk-management guidelines
- Communicating with 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
- Maintain the accuracy of the SOS Outreach CiviCore database by tracking program attendance, contacts, and student information in a timely manner
- 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
- Manage soft goods needed for programs
- Regular check in with direct report, Program Director
- Take photographs at SOS program days for the purpose of engaging sponsors, volunteers, donors, and foundations
- Ensure that volunteers feel appreciated and supported through their SOS experience

**Qualifications and Requirements** – The ideal candidate should be a very organized, independent, and systemic worker. She/he must be willing to do it all: from cataloguing program soft goods inventory to working with volunteers to implementing the core value curriculum on the mountain. At a minimum, candidates must possess the following:

- Experience, comfort, and passion in working with underserved and at-risk youth
- Excellent communication and organizational skills
- The ability to work largely independently in a dynamic work environment, including ski areas, mountains, with schools and youth agencies.
- Some experience with outdoor adventure sports, especially snowboarding and/or skiing
- Bachelor's Degree
- Valid Driver's License and vehicle to get to mountain and transport winter clothing
- Proficiency with Microsoft Office Suite, especially Excel, Outlook and Word

**How To Apply** – Please send a resume and *brief* cover letter to Kristin Stoddard, Program Director – Pacific Northwest, at [kstoddard@sosoutreach.org](mailto:kstoddard@sosoutreach.org) by Wednesday, November 1<sup>st</sup>. Please indicate if you are applying for Tuesdays, Wednesdays, AND/OR Thursdays and which one is your preferred night of the days. Tuesdays – \$500 stipend, Wednesdays – \$1,500 stipend, Thursdays – \$1,500 stipend. For more information on SOS, please visit [www.sosoutreach.org](http://www.sosoutreach.org).