



## **Program Coordinator Position Description – 2017**

**Job Title:** Program Coordinator (Academy Program)

**Job Site:** Edwards, CO (Eagle County)

**Reports to:** Winter Program Manager (Eagle County)

**Starting Pay:** \$15/Hour

**Employment Term:** Part time, seasonal (30hrs/week – November-April)

**Employment Start:** ASAP

### **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 in youth for healthy and successful lives. With its foundation in alpine skiing and snowboard winter programs, SOS works to identify and serve underserved youth (ages 8-18) - intervening in situations that have been shown to lead to high school dropout and other risk factors. This is achieved through a progressive curriculum that includes: outdoor experiential learning, incorporation of "core values", group-based mentorship, service learning, and student-focused leadership training. Program options for students begin with *Adventure Programs* (1-2 day outdoor exposure programming) and the *Academy Program* (multi-day skills development programs). These programs can lead into participation in the *University Program* (year-round, multi-year mentor & leadership program).

### **Program Coordinator Overview**

The purpose of the Program Coordinator position is to manage and lead SOS Outreach Academy program in the Eagle County office (located in Edwards, CO) on a part time basis from September to the end of April. The Program Coordinator is responsible for the planning, management, and evaluation of SOS Academy Program in the Eagle County region. The position will manage partnerships with youth agencies and mountain resorts and oversee volunteer staff (e.g., on-hill staff, youth agency coordinators, etc.). In addition, this person will support the Winter Program Manager as needed.

### **Essential Job Responsibilities**

#### *1. Program Management*

- Manage all aspects of an adventure-based program including: communications, logistics, scheduling, registrations, curriculum delivery, fee-for-service collection, and volunteer support.
- Primary lead in all communications with all program stakeholders including students & families
- Tracking for program-related data, including: student registrations, attendance, program evaluations (i.e., surveys), and fee-for-service collection using the SOS Civicore database
- Manage program gear – organize, pack, and distribute soft goods for on-hill programs
- Assist during program days as necessary – requires weekend commitments
- Assist Winter Program Manager in the management of one year of the University program. This includes contact with families, participants and volunteers and continued follow-up throughout the winter season to ensure the goals of the program are met.

#### *2. Volunteer Management*

- Manage volunteers for administrative and on-hill tasks - providing clear direction, expectations, and training on SOS program risk management and curriculum
- Maintain on-going communications and active engagement of volunteers in Eagle County community

#### *3. Partner and Community Engagement*

- Under the direction of the Winter Program Manager, assist in on-going management of relationships with mountain resorts, ski schools, gear shops, and community partners.
- Conduct outreach to individuals and community partners for assistance with recruitment of youth, volunteers, and seasonal staff creating awareness for SOS programs in Eagle County

## **Other Job Duties**

Contribute to the overall management of the organization to successfully achieve the SOS Outreach mission. Maintain and develop knowledge of the community needs & resources and best practices in the youth development & outdoor education fields. Develop best practices to achieve strategic priorities, program efficiency, and successful time management. Represent SOS Outreach in the larger community. At times, support non-program functions that may include: fundraising, marketing, special events, and program design. Create a work climate that is inclusive, free of bias, and culturally sensitive.

## **Minimum Education and Experience**

Baccalaureate degree and a combined minimum of one to two years of experience in the management or implementation of programs in youth engagement or outdoor education, or the comparable experience for candidates without an undergraduate degree.

## **Knowledge, Skills, and Abilities**

The ideal candidate should be organized, a self-starter, a strong communicator, able to effectively manage varied tasks, and have strength in managing and supporting a diverse group of youth, families, and volunteers. The candidate should have experience and familiarity in youth program implementation and ability to manage staff/volunteers.

Preferred candidates should demonstrate some or all of the following:

- Strong computer and time management skills – with proficiency with Microsoft Office Suite (i.e., Excel, Outlook, and Word), online databases (e.g., Civicore), Google Apps, and Dropbox
- Ability to communicate and organize effectively – both verbal and written
- Experience in program implementation, management, and evaluation
- Knowledge of sports-based youth development, public education, and youth engagement
- Experience, comfort, and passion in working with underserved youth
- Experience in volunteer recruitment and management
- Experience working cooperatively with community groups and stakeholders
- Familiarity and excitement for outdoor adventure sports
- Snowboarding/skiing proficiency and knowledge of mountain safety
- Valid Driver's License required – comfort and familiarity with mountain driving conditions a plus
- Spanish language proficiency is preferred

## **Physical Aspects of the Job**

This position requires the ability to: travel within the service area (including mountain regions); sit at a desk for extended periods of times using the computer, telephone, and e-mail systems; lift 50 pounds; lead meetings & speak in public; and familiarity & comfort with high alpine, winter environments.

*The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.*

## **Compensation**

This is a part-time, seasonal, position based in the SOS office in Edwards, CO. The position is generally structured around a Wednesday-Sunday work schedule with many evening and weekend commitments. Benefits include a season pass to all Vail Resorts Inc. (VRI) mountains.

## **How to Apply**

Please send a resume and cover letter, to Scott Partan, Eagle County Program Director at [Spartan@sosoutreach.org](mailto:Spartan@sosoutreach.org). The position will remain open until filled.

For more information, please visit our website at [www.sosoutreach.org](http://www.sosoutreach.org).

*SOS Outreach is an Equal Opportunity Employer and operates under special use authorization of the White River National Forest.*