



## **Program Assistant Position Description**

**Job Title:** Program Assistant  
**Job Site:** Eagle County, CO  
**Reports to:** Program Manager  
**Hourly Wage:** \$17-19/hour  
**Hours:** 10-12 hours per week

**Employment Term:** Part-time, seasonal  
**Employment Start:** October 1, 2021

### **Organizational Overview**

SOS Outreach, founded and headquartered in Colorado's Vail Valley, is a national youth development nonprofit. The overarching goal of the SOS Outreach program is to encourage positive character and leadership development through group mentoring, core values, outdoor activities (primarily skiing and snowboarding), and community service. SOS program participation prevents harmful behaviors by enhancing resilience through fostering self-efficacy and building social and emotional skills (SEL). Within an out-of-school time setting that mirrors the school year, SOS uses a youth-centered approach to programming that emphasizes explicit learning through social interaction and relationships that take place in the context of active, outdoor, and experiential learning projects and activities. SOS makes specific connections with youth to mentors, peers, community leaders, and other caring adults to facilitate regular communication, understanding, and empathy. These relationships along with intentional program activities such as goal and group norm setting create conducive environments for learning.

### **Position Overview:**

The Program Assistant assists and supports in the delivery of safe and high quality programs for SOS Outreach.

### **Responsibilities:**

- Assist Program Manager/Coordinator in working with families to register youth for SOS programs
- Communicate with families via email, phone, and text message using SOS's online system and email system
- Attend program days to support the Program Manager at workshops, registrations, and/or ride days
- Support program logistics including gear, food, and material preparation

### **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.

- Experience, comfort, and passion in working with youth who are at-risk and low income families
- Spanish language proficiency and cultural literacy preferred
- Awareness of factors impacting the lives of youth who are at risk
- Strong compassionate communication skills

- Experience in outdoor based sports and activities: specifically skiing or snowboarding
- A desire to make a positive difference in the community
- Valid Driver's License required – comfort and familiarity with mountain driving conditions a plus

### **Physical Aspects of the Job**

This position requires the ability to: ski or snowboard, travel within the service area (including mountain regions); sit at a desk for small periods of times using the computer, telephone, and e-mail systems; lift 50 pounds; lead groups & speak in public; and familiarity & comfort with high alpine, summer 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. Benefits include industry pro deals and a season pass. Applicants must be able to work Sundays and one evening per week.

### **Dates of Employment**

October 2021 – April 2022

### **To Apply**

Please email a resume to Courtney Walters, Eagle County Program Manager at [cwalters@sosoutreach.org](mailto:cwalters@sosoutreach.org). Call 970-446-6214 with any questions.

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