Front Range Program Coordinator Position Description

Job Title: Program Coordinator
Job Site: Wheat Ridge, CO
Reports to: Program Manager
Salary Range: $17-$19/hr
Employment Term: Full Time. seasonal (40hrs/week – 36 week season)
Employment Start: August 16th, 2021

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. Working with youth aged 9 to 18, every SOS program incorporates the SOS core values of courage, discipline, integrity, wisdom, compassion and humility. SOS mentors help students define and practice these core values as they provide a consistent adult presence for students who may not otherwise have a positive role model in their lives. The program targets youth with a wide variety of risk factors. SOS offers a multi-year, progressive curriculum beginning with a five-day introductory program, continuing with the four-year mentor-led 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, values-based leadership training and community engagement.

Program Coordinator Overview
The purpose of the Program Coordinator position is to manage and lead SOS Outreach Learn to Ride programs out of Wheat Ridge, CO on a full time basis from August to end of April. The Program Coordinator is responsible for the planning, management, and evaluation of SOS on hill learning programs within Denver and traveling to mountain resorts. This requires collaboration with other Colorado-based SOS sites in Summit and Eagle Counties. The position will manage partnerships with youth agencies and mountain resorts and oversee part-time staff (e.g., on-hill staff, youth agency coordinators, etc.). In addition, this person will support the other adventure and mentor-based programs in Denver when necessary.

Essential Job Responsibilities
1. *Program Management*
   - Manage all aspects of the Learn to Ride program including: communications, logistics, scheduling, registrations, curriculum delivery, fee-for-service collection, and seasonal staff support & training
   - 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 Program Manager on Mentor Program days when necessary
2. *Program Facilitation*
   - Assist Program Manager in the facilitation of workshops for one year of the Mentor Program. This includes managing and facilitating workshop curriculum and objectives, working with participants and volunteers and continued follow-up throughout the winter season to ensure workshop goals are met. – requires evening commitment
3. *Volunteer Management*
   - Recruit, manage, and background check 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 greater Denver community
4. *Partner and Community Engagement*
   - Under the direction of the 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 the greater Denver community

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.
Develop and maintain a diverse workforce – maximizing the potential of all workers by assuring a culture of competence and respect. Create a work climate that is inclusive, free of bias, and culturally sensitive.

Minimum Education and Experience
A combined minimum of one year of experience in the following: program development, management, implementation; or administration; youth development & engagement; and/or outdoor education. Comparable experience in terms of time and background in similar fields and education/degrees will be considered.

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 through a race equity lens
- Knowledge of sports-based youth development, public education, and youth engagement
- Experience, comfort, and passion in working with youth with a variety of risk factors
- 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
- Bilingual (Spanish) candidates encouraged to apply

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 full-time, seasonal, salaried and exempt position based in the SOS office in Wheat Ridge, CO structured around a Monday-Friday work schedule - with many evening and weekend commitments (especially throughout the fall and winter seasons). Benefits include medical, dental and vision insurance, paid holidays and vacation, retirement matching, and a season pass to all Vail Resorts Inc. (VRI) mountains.

How to Apply
Please send a resume, cover letter, and three references to Alison Canavan (she/her), Front Range Program Manager, acanavan@sosoutreach.org, by **Thursday, July 1st, 2021**. Please include "Front Range Program Coordinator" in the subject line.

For more information, please visit our www.sosoutreach.org.
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