



## Front Range Program Coordinator Position Description

**Job Title:** Program Coordinator

**Job Site:** Wheat Ridge, CO

**Reports to:** Colorado Senior Program Manager

**Salary Range:** Starting at \$20/hr

**Employment Term:** Full Time, seasonal (40hrs/week – October 3, 2022 - April 30, 2023)

**Employment Start:** October 3, 2022

### Organizational Overview

At SOS, we empower our youth to belong everywhere. Whether it's on the ski slopes, the trail, or at home in their community - we are committed to creating supportive spaces where everyone is welcome. SOS Outreach has transformed the lives of over 80,000 youth from underserved communities since 1993. While providing outdoor recreation experiences for that many kids is impressive, it's only a partial demonstration of SOS' impact. Using a unique combination of outdoor adventure experiences, positive adult mentorship, and leadership development opportunities, SOS enables participants to unleash their full potential to thrive. Serving over 3,000 youth each year, across 24 mountain resorts in 15 locations across 9 states, SOS provides opportunities for personal growth for the kids in our communities who need it most.

### Our Commitment to Equity, Diversity, and Inclusion

With a staff that cares deeply about social justice and racial justice, we believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our mission. We are committed to building an organization with raised consciousness in order to impact how we work with students, as well as how we work together as a team. We hope you will join us as we continue to build a justice-centered organization that fosters a work environment where people from all backgrounds are welcomed and valued.

### Program Coordinator Overview

The purpose of the Program Coordinator position is to manage and lead SOS Outreach's introductory SnowCore programs out of Wheat Ridge, CO. The Program Coordinator is responsible for the planning, management, evaluation, media collection, and reporting of SOS on hill learning programs within Denver and traveling to mountain resorts. The position will manage partnerships with schools, youth agencies, and mountain resorts and will oversee part-time staff (e.g., on-hill staff, youth agency coordinators, etc.). This position may be tasked with supporting the organization at local events. In addition, this person will be a critical team member in supporting the Program Manager and mentor programs in Denver.

### Essential Job Responsibilities

#### 1. Program Management

- Primary lead of the SnowCore program including: communications, logistics, scheduling, registrations, curriculum delivery, fee-for-service collection, and seasonal staff support & training
- Primary lead in all communications with program stakeholders including schools, youth agencies, and students & families
- Tracking for program-related data, including: student registrations, attendance, program evaluations (i.e., surveys), and fee-for-service collection using 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 including evening trainings and workshops and weekend ride days and service projects when necessary

#### 2. Program Facilitation

- Assist Program Manager in the facilitation of workshops for the Mentor Program as needed. 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

#### 4. Partner and Community Engagement

- Under the direction of the Program Manager, assist in on-going management of relationships with 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 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 – proficiency with Google Suite, and online databases (e.g., Civicore)
- 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, hourly 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, pro deals, and a season pass to all Vail Resorts Inc. (VRI) mountains.

SOS Outreach is committed to hiring program alumni. An additional \$2,000 sign-on bonus will be paid after 6 months of employment to participants that completed the program.

### **How to Apply**

Please send a resume and cover letter to Alison Canavan (she/her), Colorado Senior Program Manager, [acanavan@sosoutreach.org](mailto:acanavan@sosoutreach.org). Please include "Front Range Program Coordinator" in the subject line. Applications will be accepted until the position is filled.

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