



## North Lake Tahoe Program Coordinator Position Description

**Job Title:** Program Coordinator

**Job Site:** Incline Village, NV

**Reports to:** Program Manager

**Salary Range:** \$17-\$19/hr

**Employment Term:** Part Time, seasonal (30hrs/week – 36 week season)

**Employment Start:** August 16<sup>th</sup>, 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.

### Program Coordinator Overview

The purpose of the Program Coordinator position is to manage and lead SOS Outreach Learn to Ride programs out of Incline Village, NV on a part time basis from mid-August to the end of April. The Program Coordinator is responsible for the planning, management, and evaluation of SOS on-hill learning programs within the region and facilitating programs at mountain resorts. 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.)

### 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

- Work with Program Facilitators and Teacher Coordinators to facilitate quality Learn to Ride programming in line with the program curriculum.
- Assist Program Manager in the facilitation of workshops for one year of the Mentor Program. This includes managing and facilitating workshop curriculum and objectives.

#### 3. 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

### 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 work and volunteer force – 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 part-time, seasonal, hourly position based in the SOS office in Incline Village, NV structured around a Monday-Friday work schedule - with many evening and weekend commitments (especially throughout the fall and winter seasons). Benefits include paid sick leave, industry pro deals, and a season pass to all Vail Resorts Inc. (VRI) mountains.

### **How to Apply**

Please send a resume, cover letter, and three references to Heather Schwartz (she/her), North Lake Tahoe Program Manager, [hschwartz@sosoutreach.org](mailto:hschwartz@sosoutreach.org), by **Friday, July 9th, 2021**. Please include "North Lake Tahoe Program Coordinator" in the subject line. All applicants will be communicated with after the application deadline.

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

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