

Learn to Ride Program Assistant Position Description

Job Title: Program Assistant

Job Site: Detroit, MI

Reports to: Program Manager

Salary Range: Stipend of \$2500 paid in three installments

Employment Term: Part-time, seasonal (15-20 hrs/week October 1 - March 15)

Employment Start: 10/1/2023

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 25 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 Assistant Overview

The purpose of the Program Assistant position is to support SOS Outreach's introductory Learn to Ride/Ski programs. The Program Assistant is responsible for supporting the program manager in all aspects of the SOS on hill learning programs. The position volunteers at program ride days.. 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 as they pilot mentor programs.

Essential Job Responsibilities

- Support the Program Manager as needed off-hill (including training sessions, workshops, and events)
- Call volunteers and youth agency coordinators before the start of a session to introduce yourself and to ensure everyone is set on the meeting location and time
- Manage paperwork packets: lift tickets and liability waivers, emergency contact sheets, incident reports, core values, mountain safety codes, attendance sheets, clothing and equipment sheets, and post-evaluations

- Track clothing for all participants throughout a session
- Ensure clothing is properly dried out and pockets are emptied between each ride day
- Meeting adults before groups arrive each afternoon to prepare for the ride day
- Distribute clothing each ride day (with volunteer support)
- Track attendance each ride day (with volunteer support)
- Ensure all youth get properly outfitted with rental equipment each ride day
- Facilitate the Circle of Love at the beginning and end of each ride day
- Check in on groups while they are riding on the hill with resort instructors to ensure everything is running smoothly
- Serve as the main point person in case of any emergencies on-hill
- Arrange and announcing end of day meeting time and location
- Track student and staff attendance and progress on the SOS online database
- Prepare for and facilitating a graduation ceremony on the final ride day
- Maintain strong communication with the SOS Program Manager (such as attendance and injuries) after each ride day
- Maintain relationships with resorts contacts and rental shop staff

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 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

- Dedication to supporting SOS Outreach's culture statement across all interactions and with all members of the team.

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.

How to Apply

Please send a resume and cover letter to Tarah Waters (she/her), Senior Midwest Manager, tarah@sosoutreach.org. Please include "Detroit Program Coordinator" in the subject line. Please submit applications by 09/10/15

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

SOS Outreach follows an equal employment opportunity policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, physical or mental ability, veteran status, military obligations, pregnancy or marital status.