

PNW Coordinator Position Description – October, 2019

Job Title: Program Coordinator

Job Site: Seattle, WA

Reports to: Tahoe Office /Senior Regional Director

Salary Range: \$8,000 stipend max over 6 months, part time- October 15th2019- April 15th 2020

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 8 to 18, every SOS program incorporates the SOS core values of courage, discipline, integrity, wisdom, compassion and humility. SOS volunteers and staff 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 underserved youth, and intervenes in situations that have been shown to lead to high school dropout. Throughout the curriculum, SOS students focus on outdoor experiential learning, character development, service learning, values-based leadership training and community engagement.

In the Pacific Northwest, SOS Outreach serves around 200 youth in Washington and Oregon, at Snoqualmie and Mt. Hood Meadows with a program focus in the Seattle and Portland metro areas, and a small program with Yakima youth at White Pass. At this time PNW only serves youth in our five day Learn to Ski/Ride program.

Program Coordinator Overview: Based in Seattle, WA, the purpose of the Program Coordinator position is to lead and oversee all SOS Outreach programming at Snoqualmie Mountain. The Program Coordinator is responsible for the planning, management, execution, operation and evaluation of the Snoqualmie SOS program and staff, as well as collaborating with SOS staff across program sites. The position will manage and oversee volunteers, program instructors, and youth agencies and teacher coordinators. It is expected that this position is at all 15 on mountain days at Snoqualmie and spends a minimum of 8 hours a week in the office with a set schedule to have a consistent schedule to communicate with volunteers and instructors, and SOS staff. The office space is located in the K2 headquarters.

Essential Job Responsibilities

1. Program Management

- Run 3 sessions of the Learn to Ride Program at Snoqualmie, this includes being at all program days, delivering curriculum, and supporting volunteers and instructors in program delivery.
- Lead in communication to youth, families, volunteers, instructors, and youth agency coordinators and teachers.
- Responsible for SOS data tracking, reporting, and evaluation through the CiviCore database, participant surveys, pacing documents, session attendance and program participation.
- Manage, track, and collect fee-for-service payments.
- Manage program inventory (hard- and soft-goods) to adequately outfit program participants.
- Work with the National Program Director to plan and host a leadership/Industry day with older participants and other mentoring programs.

2. Staff and Volunteer Management

- Recruit, hire and train part-time support staff and volunteers, school and youth agency coordinators, and program instructors and volunteers, to ensure that all programs are fully staffed and function optimally to serve youth.
- Ensure all volunteers, instructors and coordinators are adequately prepared with proper expectations for their assigned role, and have received training on the SOS curriculum, youth work best practices, risk-management guidelines and instruction on program implementation.

3. Partner Management and Community Engagement

- Facilitate registrations at the school or agency site of youth in our programs. Aiming for no more than 10 agencies and agency registrations.
- Manage relationships with mountain resorts and gear shops, ensuring adequate program slots and outfitting for youth participants.
- Oversee and cultivate relationships with youth serving agencies and schools for student and part time staff recruitment.
- Engage actively in community, seeking to create awareness for SOS programs and opportunities for SOS youth, through outreach to local nonprofits, city/county entities, foundations, businesses and others.

Other Job Duties Contribute to the overall management of the organization to successfully achieve the SOS Outreach mission. Work to foster top quality experiences for adult volunteers and partners and improved services to children. Develop and maintain a diverse workforce. Manage in ways that maximize the potential of all workers by assuring sensitive and respectful treatment by and toward all employees and volunteers. Ensure that services are delivered with cultural sensitivity and competence. Create and maintain a work climate that is inclusive and free of bias.

Qualifications and Requirements:

Applicants with outdoor activity management and experience with youth programs preferred

At least 1 year or more of volunteer and/or staff management also preferred

The ideal candidate should be organized and independent, able to effectively manage and direct a dynamic team of volunteers, while simultaneously paying attention to detail. They must be willing to take on a variety of tasks: from cataloging program equipment inventory to scheduling volunteers to implementing the core value curriculum on program days.

Candidates should have a foundation in the following:

- Knowledge of sports-based youth development, public education and youth engagement
- Experience, comfort, and passion in working with underserved youth, as well as comfort and sensitivity working with youth from historically marginalized groups including tribal and LGBTQ communities
- Snowboarding/skiing proficiency and knowledge of mountain safety
- Ability to communicate and organize effectively
- Ability to work largely independently in a dynamic work environment, including ski areas, mountains, warehouses and offices
- Some experience with basic information technology, database management, and program evaluation. And Proficiency with Microsoft Office Suite, especially Excel, Outlook and Word
- Valid Driver's License required. The candidate must have access to reliable transportation and be comfortable driving in snowy conditions and mountainous terrain.
 - This position requires weekly travel to Snoqualmie during the winter season

Physical Aspects of the Job – this position requires the ability to: travel within the service area; use the computer, telephone, and electronic mail systems; lift 50 pounds; and lead meetings and speak in public.

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 stipend position with a max of \$8,000 to be earned over 6 months starting Mid-October, 2019. It includes a season pass to the Summit at Snoqualmie ski resort.

How to Apply Please send a resume, cover letter and three professional references to Elizabeth Williams, National Program Director at ewilliams@sosoutreach.org.

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