



Learn to Ride Coordinator Position Description – 2019.20

Job Title: LTR Coordinator
Job Site: South Lake Tahoe, CA
Reports to: Senior Regional Director
Pay Range: \$15-\$17 Per Hour

Employment Term: Part Time, 7 month seasonal, September- March

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 for healthy and successful lives. SOS Outreach delivers long-term life skills development to youth through progressive outdoor programs, providing value to the communities where we operate. Every SOS program incorporates the SOS core values of courage, discipline, integrity, wisdom, compassion and humility. The program targets underserved and at risk youth and offers a multi-year, progressive curriculum beginning with a five-day introductory program called Learn to Ride, continuing with the four-year mentor-lead 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, life skills, and values-based leadership training.

LTR Coordinator Overview

The Learn to Ride (LTR) Coordinator position is a seasonal, hourly position during the months of September – March. It will be expected that a minimum of one week day for 4 hours at minimum are spent in the South Lake Tahoe Office during non-holiday time managing paperwork, our online data base, and communicating with agencies, teachers, and volunteers. The bulk of hours will be in the evenings and weekends at program days, registration nights, and trainings. A portion of time will also be spent managing the soft goods inventory and entering data (attendance, evaluations, and registrations). This position will help oversee the continued successful operation of SOS programs at existing sites, and implementation of curriculum. The LTR Coordinator works with the Senior Regional Director and the South Lake Tahoe Program Coordinator to help oversee volunteers, SOS youth, teachers, and seasonal resort program coordinators for these programs.

Essential Job Responsibilities

- Help in managing relationships with mountain resort staff on program days
- Management of youth serving-agencies to preserve existing program relationships with mountain resorts and other partnering agencies
- Management of the SOS Outreach CiviCore database by tracking attendance, incident reports, program info, contacts, and student information in a timely manner
- Implementation of the SOS LTR Program days and registration nights as outlined in the "SOS Program Objectives" document
- Collection and tracking of fee-for-service payments
- Management of the soft goods needed for LTR programs, ensuring adequate resources to outfit all participants
- Taking photographs at SOS program days and email photos to your supervisor for the purpose of sponsor, volunteers, donor, and foundation engagement

Knowledge, Skills, and Abilities

The ideal candidate should be organized and independent, able to effectively manage and direct a dynamic team, and capable of big-picture thinking while simultaneously paying attention to detail. They must be willing to take on a variety of tasks: from cataloguing program equipment inventory to scheduling volunteers to implementing the core value curriculum to supervising a diverse team. The candidate should have experience seeing programs through to completion and evaluation and managing volunteers.

Candidates should have a foundation in the following:

- Experience, comfort, and passion in working with underserved youth
- Ability to effectively manage program staff and volunteers, with experience in volunteer recruitment and management and staff supervision.
- Strength in managing multiple priorities to ensure work is completed in a timely and productive manner as required for successful program delivery
- Ability to work independently in a dynamic work environment, including ski areas, mountains, warehouses and offices
- Familiarity with outdoor adventure sports, including skiing/snowboarding
- Some experience with basic information technology, database management, and program evaluation
- Proficiency with Microsoft Office Suite, especially Excel, Outlook, and Word.
- Valid Driver's License required

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 a part-time, 7 month seasonal, hourly position. It is \$15-17 an hour based on experience and includes a season pass to the Vail Resorts Mountains. Benefits are not provided.

How to Apply

Please send a resume, cover letter, and three references to Theresa Papandrea, Senior Regional Director, at tpapandrea@sosoutreach.org. For more information, please visit www.sosoutreach.org.

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