



## **Eagle County Program Coordinator Position Description 2020**

**Job Title:** Program Coordinator

**Job Site:** Edwards, CO working with youth across Eagle County, CO

**Reports to:** Eagle County Program Manager

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

**Employment Term:** 40hrs/week – Late November, 2020 – April 30, 2021.

### **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. Every SOS program incorporates the SOS core values of courage, discipline, integrity, wisdom, compassion and humility. SOS mentors 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 youth from underserved backgrounds or communities. SOS offers a multi-year, progressive curriculum beginning with a five-day introductory program, continuing with the four-year mentor-led curriculum and culminating when students return to SOS in a junior mentor capacity. Throughout the curriculum, SOS students focus on outdoor activities, character development, service learning, values-based leadership training and community engagement.

### **Program Coordinator Overview**

The purpose of the Program Coordinator position is to manage and lead SOS Outreach Learn to Ride programs in Eagle County, CO from now through the end of April. The Program Coordinator is responsible for the planning, management, and evaluation of SOS Learn to Ride programs in Eagle County. This position requires collaboration with other Colorado-based SOS sites. The position will manage partnerships with schools and mountain resorts and oversee part-time staff (e.g., on-hill staff, teacher coordinators, etc.). This position will also work in support of the Mentor Programs in Eagle County, assisting with recruitment, facilitation on program days and administrative work.

### **Essential Job Responsibilities**

#### *1. Program Management*

- Manage all aspects of Learn to Ride programs 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

#### *2. 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 in greater Summit County community

#### *3. Partner and Community Engagement*

- Under the direction of the Program Manager, assist in on-going management of relationships with mountain resorts, 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 greater Summit County 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**

Combined minimum of two years of experience in any or all of the following: program development, management & implementation; youth development & engagement; and/or outdoor education. Comparable experience in terms of education, time and background for candidates without an undergraduate degree will also 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:

- Preference will be given to candidates with fluency in Spanish
- Strong computer and time management skills – with proficiency with Microsoft Office Suite (eg., 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
- Knowledge of sports-based youth development, public education, and youth engagement
- Experience, comfort, and passion in working with youth who are underserved
- 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

### **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, salaried and exempt position based in the SOS office in Edwards, CO structured around a Monday-Friday work schedule - with evening and weekend commitments (especially throughout the winter season).

### **How to Apply**

Please send a resume, cover letter, and three references to Elizabeth Williams (she/her), National Program Director, ewilliams@sosoutreach.org, by **Monday, November 13th, 2020**. Please include "Eagle County Coordinator" in the subject line.

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

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