



Resort Program Lead – Seattle Position Description 2020/2021

Job Title: Resort Program Lead

Job Site: Seattle, Washington

Reports to: National Program Director

Salary: \$4,800.00

Employment Term: Part-time, Seasonal, Contracted Worker

Employment Start: December 1st

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.

Program Manager Responsibilities

The Program Lead is a seasonal stipend position. The Program Lead is responsible for the planning, management, execution, and evaluations for the Learn to Ride Program. This position is responsible for executing program events and days in Seattle and at the Summit at Snoqualmie for the 2020/21 winter season in collaboration with the Program Director. The Program Lead will help oversee volunteers, youth, youth agency chaperones, and resort program staff. The lead will be expected to plan, coordinate, and facilitate volunteer training and on-hill youth program days. It is expected this position will work an average of 10hrs/week.

Program Management

- Help manage relationships with mountain resort staff on program days and youth serving-agencies/school to ensure that SOS is able to fill program spots with youth from partner agencies.
- Help to recruit and train youth agency chaperones and volunteer instructors.
- Maintain the accuracy of the SOS Outreach CiviCore database by tracking program attendance, contacts, and student information in a timely manner.
- Plan and implement the SOS Outreach Learn to Ride core value curriculum as outlined in the SOS Program Objectives.

- Invoice, collect, and track fee-for-service payments.
- Manage soft goods needed for LTR programs, ensuring adequate resources to outfit all program participants.
- Regular check in with direct report, Program Director
- Work with Program Director to determine opportunities for program expansion, including the increase of participants in the Learn to Ride and/or potential for a Mentor programs.
- Help to identify and create event opportunities to represent SOS as necessary for the purposes of raising awareness of SOS, recruiting volunteers and staff members, and fundraising.
- Take photographs at SOS program days and upload photos to the SOS website for the purpose of engaging sponsors, volunteers, donors, and foundations.
- Assist in recruiting volunteer instructors and youth agency coordinators in order to ensure all programs have volunteer support to function as needed.
- Ensure all volunteers and youth agency coordinators are adequately prepared with proper expectations for their assigned role, and have received instruction on the SOS curriculum, best practices in working with youth, and risk-management guidelines.
- Ensure that volunteers feel appreciated and supported through their SOS experience.
- Plan and execute a mid/end of season event to celebrate the season, bring awareness to the region, and fundraise for program

Qualifications and Requirements: The ideal candidate should be a very organized, independent, and systemic worker. They must be willing to do it all: from cataloguing program soft goods inventory to working with volunteers to implementing the core value curriculum on the ski slopes. At a minimum, candidates must possess the following:

- Experience, comfort, and passion in working with underserved and at-risk youth
- Excellent communication and organizational skills
- The ability to work largely independently in a dynamic work environment, including ski areas, mountains, with schools and youth agencies.
- Some experience with outdoor adventure sports, especially skiing and/or snowboarding
- Valid Driver's License and vehicle to get to mountain and transport winter clothing.
- Proficiency with Microsoft Office Suite, especially Excel, Outlook and Word.

Compensation: The Resort Program Lead is a seasonal, contracted worker with a part-time salary of \$4,800.00 to be received over the duration of the program. Work schedule is very flexible with the exception of scheduled program activities.

How to Apply: Please send a resume, cover letter, and three references to Elizabeth Williams (she/her), National Program Director, at ewilliams@sosoutreach.org. Please include "Seattle Program Lead" in the subject line. Applications will be accepted through November 16th. For more information on SOS, please visit www.sosoutreach.org.