



## **Winter Program Coordinator**

**Position Title:** RMA Assistant Winter Program Coordinator

**Term:** Full Time (35-40hr/week), November 11<sup>th</sup> 2019 to April 30<sup>th</sup> 2020

**Location:** Banff/Canmore, Alberta, Canada

**Report to:** RMA Program Coordinator

### **About RMA:**

Rocky Mountain Adaptive (RMA) is a not-for-profit organization whose mission is to enable children and adults with physical, developmental and/or cognitive challenges to participate, learn and excel in all sports and recreational activities in the Canadian Rockies. As a multi-sport, year-round organisation who provides access to mountain sport and recreation, RMA offers adaptive sports equipment, specialised instructors, trained volunteers and unique training opportunities. Activities include biking, canoeing, hiking, kayaking, paddleboarding, skiing, snowboarding, swimming, white water rafting and much more!

### **Overview:**

Reporting to the Program Coordinator, the Assistant Winter Program Coordinator will assist with the planning, organizing, staffing, leading and controlling of winter programs; and, split instruction and group program supervision with the Program Coordinator.

### **Duties:**

The Winter Program Coordinator performs a wide range of duties including some or all of the following:

- Teach a variety of adaptive ski lessons (about 80% of role)
- Ensure payment prior to each booking is completed
- Make sure all guest forms are up to date
- Play a lead role in planning and running Instructor and Volunteer training
- Assist in the organization of Camps & new Programs
- Maintain weekly record keeping of Lesson Report Forms
- Attend weekly scheduling meetings
- Use Checkfront booking system to assign all lessons to instructors on a weekly basis
- Assist and ensure student assessments are carried out before lessons.
- Be ready to work on a variety of RMA programs, that may be outside of the regular downhill ski & ride programs & lessons; such as after school programs;
- Assist with supervision, evaluation of seasonal staff, instructors, and volunteers



- Engage volunteers for appropriate program activities using established volunteer management practices
- Follow Social Media plan as required
- Follow up with volunteers at the end of each day, share guest info as needed.
- Pursue options to engage more volunteers
- Monitor the day-to-day operations of all programs, providing direction, input and feedback where appropriate, communicating with participants and families/guardians/caregivers to solicit input to improve the program, handling and resolving complaints, and ensuring that programs have required supplies and equipment
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks;
- Assist with fundraisers where appropriate
- Enforce organization policies and procedures for all instructors, volunteers and participants;
- Prepare reports describing and evaluating programs at completion of activity and identify methods and areas to improve as needed
- Follow the social media schedule and create post according to a pre-agreed schedule (daily Instagram post), blog post when required from Executive Administrator
- Maintain supplies and equipment in support of programs and advise Program Coordinator and Executive Director in advance of equipment and supply needs
- Assist with raising awareness and fundraising events; and,
- Perform other such duties as may be assigned

### **Working Conditions**

- Full-time position
- Frequently required to work outdoors in Winter conditions

### **Employment Requirements -**

- Advanced skiing abilities
- Strong leadership skills
- Ability to teach All Adaptive Disciplines (Sit Ski, VI, 3 and 4 Track, Neo divergent)
- CSIA Level 2 or higher or international equivalent.
- CSIA certifications or international equivalent (mandatory, unless applicant is an adaptive skier then CADS Certifications or international adaptive equivalent are mandatory).
- CADS certifications or international adaptive equivalent an asset
- CASI certifications or international equivalent and asset.
- Mandatory background check

### **Remuneration**

- \$19-\$22/hr depending on experience and certifications
- Season Pass for Sunshine Village



- Training opportunities for CADS, CSIA and CSCF certifications

Please send your cover letter and resume to [work@rockymountainadaptive.com](mailto:work@rockymountainadaptive.com) by September 14, 2019. Interviews will take place September 16 - 18, 2019 either Face to Face in Canmore Alberta or via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

