



Rocky Mountain Adaptive (“RMA”) Assistant Winter Program Coordinator Job Description

Overview:

Reporting to the Program Coordinator, the 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.

Responsibilities:

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

- Check Payments have been received and forms collected for Participants on winter programs;
- Teach a variety of adaptive ski lessons (about 80% of role);
- 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. Follow up with instructors who are not keeping up to date. Forward forms to instructors as needed.
- Arrange schedule with Winter Program Coordinator;
- Attend weekly scheduling meetings (day to be assigned).
- Use Checkfront booking system to assign all lessons to instructors on a weekly basis.
- Assist Program Coordinator with Assigning of Lessons.
- 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 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.

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 by October 1st, 2019. Interviews will take place early October, 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.

