



Job Title: Seasonal Program Coordinator - Winter

Job Summary: Assist in the delivery of Oregon Adaptive Sports program activities. Support the program staff in coordinating winter outdoor recreational activities through staff and volunteer scheduling, event planning, and equipment, facility and vehicle logistics. This is an office based position based primarily at the OAS Program Office at Sunrise Lodge at Mt Bachelor with occasional shifts at the Hoodoo Program Office, OAS Bend Office and other locations.

Reports to: Operations Director

Responsibilities

- Support the delivery of all OAS winter activities to a wide variety of individuals with disabilities.
- Support the Operations Director in planning, coordinating, and reporting on all winter programs.
- Assist with coordinating volunteer and staff trainings in all related activities.
- Serve as lead coordinator and facilitator for local groups including Ski for Life programs.
- Manage registration, scheduling and billing of OAS participants, staff and volunteers.
- Carry out weekly communications to OAS winter seasonal staff and volunteer pool of over 400 individuals.
- Complete lesson assignments for OAS winter staff and lead volunteer instructors.
- Coordinate weekly scheduling emails and assignments for all OAS volunteers.
- Respond to emails in the info@oregonadaptivesports.org inbox.
- Monitor, answer, and return messages for the OAS operations phone line.
- Act as a program office representative during office hours to greet visitors, answer office, phones, and respond to general program inquiries.
- Support the coordination and facilitation of OAS events: Heroes in Sisters, Junior Racers, Ski for All, et al
- May provide instruction in adaptive sports to individuals with disabilities.
- Provide support to the program office for general office administrative tasks including data entry, filing, processing mail, and maintaining administrative supplies.
- Assist staff and volunteer trainings, including material development, delivery, and feedback.
- Develop and maintain good relationships with Oregon Adaptive Sports community partners.
- Coordinate risk management issues related to programs, training, and driving.
- Assist in the maintenance of vehicles and equipment.
- Drive Oregon Adaptive Sports vehicles for the delivery of direct service and programs.
- Be a positive representative of Oregon Adaptive Sports programs, events and activities in our community.
- Comply with all Oregon Adaptive Sports policies and procedures.
- Adhere to OAS Values and Culture.
- Participate fully as a member of the Oregon Adaptive Sports staff and volunteer team.
- Other duties as identified.

Qualifications

- Certified ski instructor or knowledge of ski instruction techniques, PSIA Level I Adaptive or higher preferred.
- Experience leading and coordinating recreation programs.
- Experience working with individuals with disabilities.
- Excellent interpersonal, verbal and written communications skills.
- Ability to assist in the maintenance and repair (or willingness to learn) of adaptive equipment and facilities.
- Ability to work flexible hours; regular schedule includes weekend work.
- Savvy with various technology including Mac and PC based programs, Google Suite, MS office, Adobe creative suite, social media platforms, and databases.
- Ability to lift and carry and carry a minimum of 50lbs including adaptive cycles and other sports equipment.
- Exhibit high level of energy, enthusiasm and initiative.
- Commitment to a positive, fun and team-oriented working environment
- Valid Driver's License; must verify own auto insurance.
- Current First Aid card and CPR training (or willingness to obtain within 90 days).
- Clear background check and demonstrate clean driving record.

- Pay Rate:** Hourly; \$13-19 per hour
- Benefits:** Full seasons ski pass to Mt Bachelor, access to industry/organizational pro-deals. Lots of coffee, snacks, and stoke. A hard-working and supportive team helping you pursue your personal and professional goals.
- Status:** Seasonal; 30-40 hrs per week; non-exempt. Employment Period November 5th – April 15th. Appx 650hrs Nov-Apr.
- Hours:** Dependent on program schedule; includes regular weekend, afternoon, and evening work. Generally, this position will work a Thursday-Monday schedule. Occasional overtime during peak busy periods (Holidays, Ski For All, Spring Break)

Winter 2018-2019 Critical Dates and Other Information:

As the Seasonal Program Coordinator you are the lynchpin between OAS’ “front” and “back of the house.” You are the first point of contact for many OAS volunteers and participants and also behind the scenes piecing together our ever adapting daily operations schedule. It requires immense attention to detail with top-notch customer service skills.

November 5th - Projected Start Date

- 11/28 - 12/2 ::Winter Staff Training Mandatory for All New Hires
- 12/10-12/16 ::Volunteer Training Modules
- 12/14-12/16 ::Dirksen Derby
- 12/17 ::Bachelor Lessons Open
- 12/22- 1/2 ::BUSY Holiday Week
- 12/25 & 1/1 ::OAS Closed
- 1/3, 1/4 ::Ski for Life Volunteer Training
- 1/4 - 1/6 :: Hoodoo Volunteer Training
- 1/8 - 3/8 & 3/14 ::Ski for Life School Groups on Tuesday, Thursday, Fridays
- 1/25 - 1/27 ::Heroes XII
- 2/3 ::Sunday Funday - Local Youth Ski Day
- 2/16 - 2/17 ::CamPAH
- 2/16 - 2/18 ::BUSY Presidents Weekend
- 2/23 :: Hoodoo Inclusive Ski Deay
- 2/23 :: ALL STAFF MID SEASON MEETING/ NIGHT SKI @Hoodoo
- 3/8-3/9 ::Ski to Defeat ALS & Troops Triumph
- 3/16:: Ski for All 2.0!
- 3/23-3/31 ::BUSY Spring Break
- 3/31 ::Sunrise Closes

April 15th - Projected Seasonal End Date for Program Coordinator.

Other Information:

Workday: The general work day for the Program Coordinator is 8:00am to approximately 4:00pm. Some events or groups required altered start and end times. Hoodoo programs also vary slightly depending on transportation schedule.

Schedule: This position requires weekend availability and will likely work a Thursday through Monday schedule. This schedule may vary slightly during certain weeks based on need and demand.