



Job Title: OAS Hoodoo Coordinator

Job Summary:

The OAS Hoodoo Program Coordinator manages the day-to-day operations of the OAS Hoodoo program. Responsibilities include registration and scheduling of OAS athletes, scheduling of OAS instructors and volunteers and planning and execution of OAS Hoodoo events. The OAS Hoodoo Coordinator is often the first point of contact for OAS athletes and volunteers and serves as the liaison to Hoodoo Ski Area staff. This is primarily an administrative position, a passion for and experience with snowsports is preferred but not required.

OAS is an equal opportunity employer and is committed to creating an inclusive organizational environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or Veteran status.

To Apply: Submit a resume and brief cover letter to hire@oregonadaptivesports.org. Please submit any questions regarding this opportunity as well via email to hire@oregonadaptivesports.org.

Reports to: Program Director

Responsibilities

- Support the delivery of all OAS winter activities to individuals with disabilities.
- Assist with coordinating volunteer and staff training at Hoodoo, in conjunction with the Education and Training Manager.
- Serve as lead coordinator for all winter groups and events at Hoodoo, including Alpine Adventures athletes and the Ellie Bartlett Junior Racers Ski Day.
- Manage scheduling of OAS participants, staff and volunteers.
- Carry out weekly communications to OAS seasonal staff and volunteer pool.
- Complete lesson assignments for OAS staff and winter lead volunteer instructors.
- Coordinate weekly scheduling emails and assignments for Hoodoo volunteers.
- Act as a program office representative during office hours to greet visitors, answer office phones, and respond to general program inquiries.
- Provide support to the program office for general office administrative tasks including data entry, filing, processing mail, and maintaining administrative supplies.
- Develop and maintain good relationships with Oregon Adaptive Sports community partners.
- Be a positive representative of OAS 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:

OAS is seeking an individual who is detail oriented, has great customer service and is comfortable multitasking and problem solving. This is primarily an administrative position, while experience teaching skiing, especially adaptive skiing, is preferred, it is not a requirement. The following qualifications speak to relevant experience for the role, we encourage all interested candidates to apply.

- Exhibit a high level of initiative and independence in completing tasks, decision making, and risk management.
- Experience leading and coordinating recreation programs.
- Experience working with individuals with disabilities.
- Excellent interpersonal, verbal and written communication skills.
- Excellent group facilitation and team management 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 (ie Neon).
- Certified ski instructor or knowledge of ski instruction techniques.
- Ability to lift and carry and carry a minimum of 50lbs including adaptive sit-skis and other sports equipment.
- 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 after interview and demonstration of clean driving record.

Pay Rate: Hourly, \$20-\$28/hour.

Benefits: Full season ski pass to Hoodoo, access to industry/organizational pro-deals. Lots of coffee, snacks, and stoke.

Status: Full-time seasonal (30-40hrs/week), non-exempt. Starting date approximately November 8th, 2022, position terminates April 7th, 2023.

Hours: Varied. Dependent on program schedule; includes regular weekend, afternoon, and evening work. Generally, this position will work a Wednesday - Sunday schedule.

Workdays/Schedule: This position requires weekend availability and will **regularly work a Wednesday through Sunday** schedule through the Winter Season. This schedule may vary slightly during certain weeks based on need and demand.