

Job Description: School Outreach Coordinator



Direct reports

The School Outreach Program Coordinator reports directly to the General Manager.

Job Purpose

To provide school age children with an affordable, positive outdoor cross-country ski experience through the introduction of basic skills of cross-country skiing in an environment of fun and games.

Duties and Responsibilities including but not limited to:

Staff & Program Management

- Responsible for the planning, set up and operation of the School Outreach program. Guidance based on the manual written by Karen Redfern.
- Hire, train, supervise, schedule and work closely with program staff to ensure a high quality of service delivery within the established budget.
- Ensure staff have all required qualifications and certifications up to date and membership with the ski club for insurance purposes is arranged.
- Promotion of the program within the school system/parents to encourage children to continue cross-country skiing through our skill development programs.
- Monitor the bookings made by the schools and promote to new schools and try to fill all the openings weekly from Tuesday to Friday.

Equipment Management

- Maintain an inventory of all skis, poles, boots and resource materials for the school program. This should be kept as a file on the shared drive and updated annually.
- Ensure all equipment is in good working order, skis are waxed a couple of times a season and cleaned before being put away for the season.
- Ensure all Club equipment is maintained, organized and stored properly and securely each day.
- Ensure equipment rentals follow established procedures and rental fees.

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Facility Management

- Ensure the program shed is in good condition for the season. This entails informing the General Manager of repairs that need attending to at the end of the season and before the season starts (before the snow comes as it is easier to repair them in the fall).
- Inform the General Manager of any supplies, tools, materials that are required for the year.

Program and Event Coordination

- Oversee and coordinate the delivery of school loppets and other activities related to the school program.

Financial Management and Record Keeping

- Monitor and control staff hours and program expenditures to ensure compliance with established budget.
- Maintain records of expenditures for the School Outreach Program and submit all receipts and expense sheets in a timely fashion to the General Manager or bookkeeper.
- Check all staff timesheets each pay period to ensure they are correct. Ensure all staff are aware of how and when they report their hours to the bookkeeper.
- Submit a final report to the General Manager and Board in April including any recommendations or challenges with the program. Template is in the manual.
- Send survey out to all schools for feedback about the program and include the results in the final report to GM and Board as well as a link to the survey.

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Working Hours and Conditions

This position will run from mid-August to March 31, with flexible hours until January and then 10-15 hours per week when the program is in full operation.

Transportation to and from the ski trails (primary work location) must be provided by the employee.

Compensation

Total hours for the position will not be more than 150 hr at \$18.50/hour.