



## ***Program Coordinator Position - Winter 2021/2022***

Foothills Nordic Ski Club (FNCS) has provided Nordic programming (cross country and biathlon) and events in Calgary and area for over 50 years. FNCS provides learn to ski and sport development programs for children, youth and teens, as well as racing and training programs for youth up to adults.

The foundation of the club's cross country program stream is Jackrabbits (Bunnies, Jackrabbits and JR+ groups). In these Active Start and FUNdamentals programs for children ages 4 to 10, basic ski skills are taught in a kid-friendly manner by qualified coaches. Over the past 8 years, program numbers have grown to well over 250 participants. The club has also developed a strong recreational program stream for kids aged 10 - 16 (Marmots and Teen ski).

To support coaches in program facilitation, manage communication between the Jackrabbits / Youth Recreation Programs Team and participants' families, and enhance skiers' experience with programming, Foothills Nordic seeks a part-time contract **Program Coordinator** for the Winter 2021/2022 season. The position starts in October and runs through March. Foothills runs six program sessions per week from Tuesday - Thursday. During the season there may also be additional weekend activities.

### **Program Coordinator Responsibilities**

- **Support Youth Recreation Programs Team** in implementation of JR Program, including managing JR materials and equipment, supporting registration, liaising between the families, coaches, and ski club. Facilitate and organize weekend activity days (approx. 4 weekend days during season),
- **Support Jackrabbit Coach Coordinator** in weekly coach scheduling to ensure adequate coaching resources for the program.
- **Support Jackrabbit Coaches** with on-snow programs, including session setup and tear-down on Tues - Thurs 4pm - 8:30pm, extra activity days, and overall program support. Provide some mentorship and support to youth coaches.
- **Manage COVID-19 protocols** as outlined by Foothills executive and / or provincial restrictions.
- **Help support Adult programs** where requested.

### **Program Coordinator Hours**

- Contract for 15 – 25+ hrs per week in October through March. Hours will vary over the season, starting with approximately 15h/week in October, increasing to 20-25+h/week in the 12 weeks from December through the first week of March.

**NOTE: availability during CORE program times is required (Tues, Wed and Thurs 4 – 8 pm)**

### **Job Requirements**

- Previous experience working with children (ages 4 – 10) in FUNdamental sports or outdoor programs (Jackrabbit program experience an asset).
- Previous experience working with youth leaders in leadership role.
- Ability to work well within a Team environment (coaches, volunteers and parents)
- Experience recruiting youth leaders / coaches – an asset
- Good communication skills – both written (email and web-postings) and oral.
- Solid experience with Microsoft Office programs (excel / word )

- NCCP Community Coach or availability to take NCCP training (online course).
- Experience with Zone4 and Teamsnap is an asset, OR willingness to take complete training.

**Remuneration**

1. \$22 – \$25 per hour depending on experience and training level
2. Expenses for weekend out-of-town activities are covered
3. Cost of any required training (NCCP / Zone4 / TeamSnap) is covered

**Submit cover letter and resume to [xcyouthdirector@foothillsnordic.ca](mailto:xcyouthdirector@foothillsnordic.ca) by September 15, 5pm.**