



## ***Jackrabbit Program Coordinator Position - Winter 2020/2021***

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 300 participants.

To support coaches in program facilitation, manage communication between the Jackrabbits Team and participants' families, and enhance skiers' experience with special programming, Foothills Nordic seeks a part-time contract Jackrabbit Program Coordinator for the Winter 2020/2021 season. The position starts immediately and runs through March. The program is skill and age based, with six program sessions on weeknights (Tuesdays to Thursdays).

### **Program Coordinator Responsibilities**

- **Support Jackrabbit Team** in implementation of JR Program:
  - Supervise programming including session set up and tear down at Confederation Park Ski Trails on Tuesday, Wednesday and Thursday 4-8:30pm.
  - Ensure Foothills covid-19 rules are being adhered to including pre-screens for coaches and participants, physical distancing and equipment cleaning.
  - Manage JR materials and equipment
  - Act as the main point of contact for any questions or concerns as they arise.
  - Liaise between the families, coaches, and ski club.
  - Communicate with families for any reminders, weather related program changes, upcoming events, and ski activities that families can engage in outside of program time to encourage cross country skiing.
- **Support Jackrabbit Coach Coordinator** in weekly coach scheduling to ensure adequate coaching resources for programs including procuring substitute coaches.
- **Support Jackrabbit Coaches** with on-snow programs and overall program support. Provide mentorship and support to youth coaches.
- Contract for approximately 20-22 hrs per week starting now through mid-March.

### **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 roles.
- Ability to work well within a Team environment (coaches, volunteers and parents).
- 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 training.
- Certified first aid or willing to take training.

**Remuneration**

1. \$21 – 25 per hour depending on experience and training level
2. Cost of NCCP/CANSI/first aid training provided

Submit resume with experience and qualifications to [cross-country@foothillsnordic.ca](mailto:cross-country@foothillsnordic.ca) by January 15, 2020 at 5pm.