

JOB DESCRIPTION:
Ski & Snowboard Club Vail (SSCV)/Red Sandstone Elementary School (RSES)
Program Coordinator
2020-2021

Job Title & Summary	SSCV/RSES Program Coordinator- The U8/U10 Age Class Program is the first impression that SSCV parents and athletes have of an SSCV full-time program that includes an academic support component from an SSCV Academic Partner. The SSCV/RSES Program Coordinator has the ability to establish a long term relationship between SSCV, its Academic Partners, parents, coaches and the student athlete starting as young as 2nd grade and continuing through high school graduation. This relationship will enable the student athlete to thrive academically alongside their full-time athletics and carry the lessons learned into college, career and beyond.
Expectations	<p>Ability to model the SSCV qualities of character, courage and commitment. EXAMPLES:</p> <ul style="list-style-type: none"> -Great importance is placed on engaging and building a professional rapport with student athletes to foster an excitement and commitment to displaying character, courage and commitment in their time with you, whether organizing to get to and from the mountain, being an active participant in after-training study halls as well as representing the SSCV/RSES community well in traveling back and forth to the mountain via public transportation and walkways -Prompt and professional communicator (including without limitation email responses), with RSES administrators and teachers, SSCV U10 coaching staff, SSCV supervisor, athletes and parents -Personable, flexible team player who is able to adapt quickly to meet the needs of the student athletes in collaboration with the rest of the RSES staff and SSCV academic and coaching staff -Punctual in their time with student athletes as well as meeting deadlines -Understands the importance of a professional youth and family focus in this position
Supervisor	SSCV/RSES Program Coordinator will report directly to SSCV Advancement Manager -Alison Chadbourne
Dates of Employment	Seasonal-November 2, 2020 -April 16, 2021
Specific Duties	<ul style="list-style-type: none"> -Curriculum coordination - coordinator will be familiar with RSES standards in order to support teachers and students -Scheduling – oversee the intricacies of all scheduling for students, teachers, SSCV and special academic needs <ul style="list-style-type: none"> • Student support available to assist with missed work at after school program on Wednesdays and Fridays when RSES is in session during the U8/U10 regular season • Work with students to establish plans when falling behind • Meeting and communications <ul style="list-style-type: none"> • with teachers 1-2 x per month as needed to stay abreast of student progress as well as meet with RSES principal 1-2 x per month to stay abreast of student progress and overall cooperative program • weekly, as needed, to inform RSES staff and administrators of unique schedules, travel race days and training and competitions requiring students to miss school for championships, etc. • with students in after school program

- with SSCV supervisor weekly
- ongoing tracking of student athlete progress, attendance, etc. via google document
- monthly written reports to RSES and SSCV administration during on-snow season

-Parent training:

- regular communication on expectations, guidelines and available resources
- providing an avenue for parents to reach teachers; teachers will inform Coordinator and parents when a student is falling behind

-The position includes the following:

(i) from start of regular season U8/U10 on-snow program in approximately mid-November through the end of the U8/U10 regular season (approximately April 16, 2021):

- (a) working from 11:30 am* – 1:30 pm* on Wednesdays and Fridays when RSES is in session (which among other things contained in the job description, includes arriving at RSES in Vail at 11:30 am*, meeting with teachers to coordinate after school work, gathering and getting students to Vail Mountain on time for their U8/U10 Age Class Program training on the town bus); and
- (b) working from 3:30 pm* – 5:45 pm* on Wednesdays and Fridays when RSES is in session (which among other things contained in the job description, includes returning students to RSES from Vail Mountain on the town bus after training, running an after school study hall at RSES upon return to school from 4:30 pm* – 5:30 pm* after training and staying with children until parents pick them up from these after school study halls) (*please note the above times may vary slightly based on lift operation times, etc.) plus

(iii) an additional eight - ten hours per week for other responsibilities of the position throughout the employment period whether or not RSES is in session, including communications, updating the tracking spreadsheet on an ongoing basis, writing monthly program report, collaboration with SSCV Advancement Manager, coordination of possible community related activities, program launches and marketing and admissions related events for current and future Red Sandstone Cooperative Programs

In addition to the above there may be some early season training related after school study halls twice a week prior to the start of the above-referenced regular season and some post season training related after school study halls twice a week after the end of the above-referenced regular season through as late as April 16, 2021.

-Such other responsibilities as the SSCV Director of Academics and Admissions may assign from time to time

-Must have a current driver's license, clear background test and drug screening.

-Tech: Requires personal cell phone and laptop computer for constant communication. Possesses computer and technology skills including learning all relevant programs utilized by SSCV

-Education: Requires a BA or BS