



Program Coordinator, Chittenden County **truenorth@vermontadaptive.org**

- Date Last Updated:** May 10, 2022
- Scope of Work:** Responsible for overall administration, management and coordination of the day-to-day operations of the Vermont Adaptive programs in assigned region. High levels of commitment, prompt communication and collaboration are necessary for the organization to run effectively and fulfill the organization's mission and values.
- Reporting:** This position reports to and is supported by the executive director.
- Classification:** Non-exempt. Full time, year-round. Full time benefits. (see employee manual)
- Hours:** Salary. Eligible for overtime. Will include weekends and some holidays during peak season.
- Work Locations:** Host Mountain Resort (Bolton Valley) in the winter, and Burlington Waterfront and Bike Path in spring/summer/fall. Alternate off-site seasonal program locations as necessary. Some regional travel, occasional national travel. Telecommuting as approved.
- Nature of Organization:** Seasonal, statewide. Programs are developed and organized by program coordinators and delivered by trained volunteers. Key programmatic, fundraising, and awareness building events happen periodically through the year.
- Examples of organizational activities:
- Alpine skiing, snowboarding, xc skiing, snowshoeing
 - Veterans Programs
 - Specialty camps and events
 - Specialty Weekend Programs
 - Events (races, fundraisers)
 - Indoor Rock Climbing
 - Environmental programming (EcoAble Adventures)
 - Adventure Recreation
 - School Inclusion/ In-service days
 - CORE Connections
 - Mountain Biking & Road Cycling
 - Watersports (sailing, canoeing, kayaking)
 - Hiking/Camping
 - Beeper Baseball, Goalball
 - Intern Programs
 - Outreach and Education

Duties:

- Coordinates a very busy schedule of year-round adaptive sports, holistic wellness and environmental programs, in-service school inclusion activities and events for individuals with a disability.
- Raises awareness, recruits volunteers and conducts participant outreach, locally and regionally. Coordinates reservations for participants and necessary payment, volunteers and equipment.
- Manages scheduling, training and recruitment for volunteers to support programming.
- Recruits, coordinates and provides oversight and instructional reporting for interns. May have educational requirements.
- Liaisons with colleges and partnership programs.
- Implements, supports and reports on grant requirements as assigned.
- Maintains adaptive sports equipment and all other program property as assigned.
- Advocates for disability issues in the community and serves as a representative for the organization.
- Maintains participant, volunteer records, applications, training documents and financial transactions necessary for timely grant or donor reporting and according to HIPPA laws, policy and procedure.
- May be assigned a specialized program responsibility.

Responsibilities:**1. Program Administration**

- Prioritize impact and making accommodations
- Establish year-round programs
- Provide excellent communication and customer service and safe, quality programs
- Facilitate cohesive adaptive sports programs and events
- Grow and manage intern program, comply with grant outline and requirements
- Reservations/schedule student lessons/activities
- Ensure adequate volunteers to support activities
- Recruit and evaluate volunteers year round
- Organize volunteer training with the program staff to ensure adequate and consistent volunteer training and risk management
- Ensure training collateral and waivers are up to date and in stock and issued to every volunteer
- Drive corporate vehicles, passenger van and tow trailer as necessary to transport equipment, volunteers or participants
- Maintain vehicles- keep them clean, refueled, and in good operating condition, and immediately report any incident problems to office manager
- Control, evaluate, report and follow up on organizational adaptive equipment inventory, maintenance needs, repairs, or purchases with sr. program coordinator, director of operations or executive director
- Control daily program finances, encourage prepayment, billing and statistics according to policy and procedure- report quarterly and annually
- Work with families who need financial assistance, sliding scale
- Develop and oversee specialty activities as necessary
- Provide direct client services instruction to various programs when necessary
- Maintain safety, training, policy and procedures in accordance with equipment and national safety standards

- Immediately inform Director of Operations of changes and challenges in traditional scope of programming
- Continually develop personal skills; certifications, disability awareness, outdoor safety, national sports standards and technique
- Maintain office/program cleanliness and organization
- Observe program budget income and expense targets
- Inventory equipment seasonally and keep it stored securely
- Respect and teach host mountain/program partners policy and procedure
- Review annual host mountain/program contracts and work with executive director to keep them active

2. Program Development

- Create and maintain relations with host programs, partners, potential partners, groups, stakeholders, and individuals locally, regionally and nationally. Take meetings as necessary.
- Support and promote statewide activities.
- Identify new program needs with program team.
- Develop and implement new programs as requested by director of operations or executive director.
- Increase client participation and volunteer involvement.
- Develop volunteer base to support new programs.
- Emphasize national standards, safety, training and technique in all activities.
- Seasonally host one veterans program, one CORE connections program and one EcoAble program.

3. Fundraising

- Initiate and participate with grant, foundation and corporate application processes as needed with emphasis on program and event sponsorship, equipment purchases, scholarship and training funds.
- Write and follow-up on grant or donation requests and mandated reports in advance of all deadlines.
- Support all the planning and implementation of fundraising events.
- Support and be involved in aspects of the organization's capital campaign – Home Sweet Home – with new facilities at Sugarbush and on the Burlington Waterfront.
- Coordinate and organize volunteers for fundraising events
- Friendraise.
- Provide all financial and in-kind donation records to office.

4. Leadership

- Communicate weekly (minimum) with coordinator team with program updates and support.
- Be a team player; support the work of the other coordinators and staff.
- Respond promptly to email requests from staff team.
- Meet organizational deadlines- internal and external.
- Follow through on prioritized projects.
- Peruse personal development opportunities.

5. Organizational support, marketing, outreach

- Provide reports/program updates to director of operations or executive director as requested.
- Maintain a friendly, congenial and helpful attitude towards guests, volunteers and other employees.
- Positively represent organization to host resorts.
- Act in liaison role with host resorts, meet with on a weekly or regular basis.
- Attend chamber mixers and business networking events in your areas of programs.
- Update google calendar. Important programs, days off, vacation, events.
- Maintain and update current volunteer and client databases.
- Attend seasonal disability or access shows, conferences etc., locally regionally or nationally.
- Attend and participate at committee meetings as requested or necessary.
- Support our marketing and media campaign; Respond to requests from Communications Director in a timely way, provide social media content.
- Develop community-based relationships and networking contacts (attend Chamber of Commerce meetings, etc.).
- Exhibit/table at community events
- Speak at conferences, colleges and workshops or community events

6. All other responsibilities as required by Executive Director or Board of Directors

I have read and understand the requirements of this position

Initial / date