Job Description

Date Updated: August 2022

Job Title: Program Coordinator

Job Description: Responsible for overall representation, administration, development, management and execution of the day-to-day operations of Vermont Adaptive programs and activities in assigned region. High levels of commitment, prompt communication and collaboration is necessary for the organization to run effectively and fulfill the organization’s mission and values.

Reporting: Position reports to and is supported by the Program Manager and Operations Director.

Classification: Non-Exempt. Full Time year-round. Full-time benefits. (see employee manual)

Hours: Salary. Eligible for overtime. Regularly includes weekends, holidays and evenings.

Work Locations: Sugarbush Resort and Central Vermont. Alternate off site seasonal program locations as necessary. Some regional travel, occasional national travel.

Nature of the organization: Seasonal, statewide in Vermont. Programs are developed and organized by program coordinators and delivered by trained volunteers. Key programmatic, fundraising and awareness building events happen periodically throughout the year. Independent work, remote.

Examples of organizational activities:
- Alpine skiing, snowboarding, xc skiing, snowshoeing
- Veterans Programs
- Specialty Camps and Events
- Specialty Weekend Programs
- Events
- Indoor Rock Climbing
- Environmental Programming (EcoAble Adventures)
- Adventure Recreation
- School Inclusion
- CORE Connections
- Mountain Biking
- Horseback Riding- spring through fall
- Watersports (sailing, canoeing, kayaking)
- Cycling
● Hiking
● Tennis
● Beeper Baseball, Goalball
● Intern Programs
● Outreach and Education

**Duties:** Develops and manages annual Program Plan, works within scope of outline to achieve seasonal goals and track seasonally and annually. 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 interns and conducts participant outreach, locally and regionally. Coordinates reservations for participants (and necessary payment), volunteers and equipment. Coordinates scheduling of volunteers. Supports training and recruitment for volunteers under direction of program manager and operations director. Supports, coordinates and provides oversight and reporting for seasonal interns and grant requirements. 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 and 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**

- 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
- Ensure administrative requirements and paperwork/waivers are up-to-date for all participants
- 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 Program Manager and/or Operations 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
- 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 host mountain/program partners policy and procedure and teach host mountain staff of Vermont Adaptive’s policies and procedures
• Review annual host mountain/program contracts with director of partnerships and operations director and fulfill deliverables.

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
• Develop and implement new programs or specialty programs as authorized by directors.
• Increase client program participation
• Take in consideration to the needs of the community
• Make equipment purchases under the direction of the Operations Director

3. Fundraising

• Provide necessary grant reporting information in advance of deadlines
• Write and follow-up on grant or donation requests and mandated reports
• Support all the planning and implementation of fundraising events
• Support and be involved in aspects of the organization’s capital campaigns and strategic plans
• Coordinate and organize volunteers for fundraising events including Vermont Adaptive Charity Challenge, Vermont 100, Vermont 50, and other events as assigned; be present and work at all events required
• Friendraise

4. Leadership

• Communicate weekly (minimum) with programs 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
• Pursue personal development opportunities

5. Organizational Support and Marketing, Outreach and Education

• Provide reports/program updates to operations director or executive director as requested
• Maintain a friendly, congenial and helpful attitude towards guests, volunteers and other employees
• Positively represent organization to host resorts
• Maintain close working relationship with Host Resort staff
• 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
• Connect with educational institutions K-12 and college to promote organization and recruit, foster partnerships, disability awareness

6. All other responsibilities as assigned

I have read and understand the requirements of this position.  

Initial/ date