



Job Description: Cross-Country Ski Program Coordinator

Employee:	
Classification: Non-exempt, seasonal	Hours Per Week: up to 20
Wage: DOE	Benefits: no
Start Date: November 1, 2017	End Date: March 31, 2018

General

The coordinator supports the Bridger Ski Director in planning, directing, coordinating and promoting recreational skiing programs for people with disabilities and implements the cross country program. This part-time, seasonal position reports to the Bridger Ski Director.

Responsibilities and Job Duties

1. Follows both specific and general Eagle Mount directives
 - a. Operates independently and within a team.
 - b. Consults with the Bridger Ski Director on questions, problems, procedures and policy decisions when they arise.
 - c. Maintains healthy relationships with strategic partners, volunteers, participants, families, donors and Eagle Mount staff.

2. Assists with planning, coordinating, and managing ski functions for Eagle Mount Bozeman with an emphasis on Cross-country both skiing and snowshoeing.
 - a. Coordinates day to day skiing lessons and supervises at Bohart/Cross Cut Ranch.
 - b. Teaches adaptive lessons.
 - c. Ensures skiing and snowshoeing activities are appropriate, beneficial, and safe for participants, volunteers, and staff.
 - d. Monitors progress and keeps appropriate records for participants, volunteers, and donors
 - e. Maintains snowshoes and cross-county equipment
 - f. Develops promotional materials and publicity for program events as requested by the director.
 - g. Recruits, trains, and manages volunteers as a team with the ski staff.
 - h. Assists with volunteer appreciation.
 - i. Assists with post season wrap up; clean up, inventory and post season evaluation.

3. Interacts and communicates with participants, families, donors, volunteers, and staff.
 - a. Exhibits patience, respect for all, a desire to learn more, and handles busy situations calmly.
 - b. Attends appropriate meetings and conferences.

Employment Standards

1. Education
 - a. Bachelor’s degree preferably in recreation field or related.
 - b. PSIA level 1 certification or greater.
2. Work Experience and skills
 - a. Previous experience working with people with disabilities.
 - b. Strong interpersonal and communication skills.
 - c. Computer literate, with knowledge of data base systems.
 - d. First Aid Certification (including CPR).
 - e. Valid driver’s license.
 - f. Experience in adaptive ski techniques.

Performance Criteria

1. Maintains client records in an organized and up to date fashion.
2. Effectively disseminates information about the ski program through the Eagle Mount newsletter, the media and public speaking.
3. Maintains the confidentiality of clients.
4. Supports other Eagle Mount programs as requested.
5. Advocates for Eagle Mount and all of its functions.

I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive, as other duties may be assigned as needed.

Signature: _____

Date: _____