



# Adaptive Snow Sports Volunteer Coordinator

## Position Description

The Adaptive Snow Sports Volunteer Coordinator works closely with the Recreation team to recruit, train, schedule, manage, and thank volunteers for Eagle Mount snow sports at Bridger Bowl, Big Sky Resort, and Crosscut. This is a full-time position, and a transition to an organization-wide volunteer coordinator position is likely at the end of the snow sports season. The Adaptive Snow Sports Volunteer Coordinator is supervised by the Adaptive Recreation Director and serves as a member of the Program team.

### General Responsibilities

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all constituents
- Represent Eagle Mount in a professional and courteous manner
- Support and advocate for the organization and its affiliated programs and partners
- Maintain healthy relationships with Eagle Mount community including participants, volunteers, and staff
- Attend to administrative duties, attend required meetings, and staff training events
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow

### Primary Duties

- Lead volunteer recruitment efforts
- Act as primary point of contact for Snow Sports volunteers and the volunteer registration process
- Help volunteers enroll in snow sports volunteer trainings
- Help volunteers sign up to provide snow sports lessons at Big Sky and Bridger
- Utilize the database to track volunteer progress, and skills
- Collaborate with the Bridger Bowl Lead, the Big Sky Lead, and the database to make informed decisions on how to properly deploy volunteers
- Assist the Big Sky and Bridger programs in the daily management of each program
- Update volunteer incentive program in collaboration with Development staff
- Connect with volunteers to evaluate the successes and areas for growth in the program
- Work with the development team to create volunteer recognition events

### Qualifications

- A commitment to creating positive environments for volunteers
- Strong computer skills, including Database experience and ability to manipulate large lists of volunteers primarily using Excel
- An understanding of mass email systems, and best practices to prevent triggering spam filters
- Ability to work flexible hours, including evenings and weekends
- Ability to work outdoors in a variety of conditions as well as long hours at a desk
- Reliable personal transportation
- Strong interpersonal, administrative, and organizational skills
- Ability to work independently and as a member of a team

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.*