

# Methow Valley Nordic Ski Educational Foundation

*We support a vibrant Nordic ski community in the Methow Valley*

PO Box 1063, Winthrop, WA 98862

methowvalleynordic.com • info@mvnsef.org • (509) 341-4450 • Tax ID: 91-1948417

## Job Description: Youth Program Coordinator

**Job Title:** Youth Program Coordinator

**Program:** Methow Valley Nordic Team (MVNT)

**Commitment:** part-time winter (Nov-Mar), approx. 4-8 hr/wk in a typical week and 130 hrs/season.

**FLSA Status:** Non-exempt

**Reports to:** MVN Program Director and Head Coach

**Primary Location(s):** Remote, MV School District Trails, Methow Trails

**Summary of Position:** The Youth Program Coordinator works with the MVN Program Director to ensure the smooth operation of the MVNT youth programs which puts into practice the vision of Methow Valley Nordic – striving to engage, challenge, develop and inspire all individuals in the community through exceptional Nordic ski programs and events. This position is a focal point for our youth programs: connecting skiers, coaches, parents and volunteers and setting everyone up for a positive experience.

### **Duties and Responsibilities:**

#### Program

- Support after school practices on Tuesdays and Thursdays (~3-5 PM), helping coordinate skiers and coaches, and working with volunteers to provide and pre- and post-practice nourishment, and helping with the distribution and care of team equipment.
- Work with volunteers, parents and MVN staff to oversee the organization and distribution of team jackets, hats, and similar items.
- Assist coaches with group placement for skiers to provide a successful fit for skiers and manageable groups for coaches.
- Assist with coach shuffling and substitutes as needed to provide appropriate coverage, especially when coaches are absent.
- Facilitate parent volunteerism to support program activities and related events, and to promote family engagement.

#### Communication

- Maintain and facilitate consistent and clear communications with and between parents, coaches, volunteers and other stakeholders, primarily through email, but also in-person and potentially through other media as necessary or appropriate.
- Promote MVNSEF programs as a fun, welcoming outlet for all skiers and their families. This includes facilitating the collection and digital storage of pictures and stories for MVN newsletter and other promotional or fundraising materials when possible.

#### Administrative

- Work with Program Director to ensure coaches and volunteers (including subs) complete USSS membership, and associated SafeSport training, and background checks before coaching with the program.
- Participate in post-season review of the program, with MVN staff, coaches and volunteers.

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- Submit timecard, receipts and expense reports in a timely manner according to established procedures.

## General

- Conduct oneself as a model of professionalism by being timely and prepared.
- Maintain current USSS volunteer license and associated background check and Safesport training.
- Maintain current First Aid and CPR certification (pediatric emphasis should be included)
- Properly maintain and care for any equipment that is property of or loaned to the program

## Optional:

- Work with Program Director to assist with the coordination of the Kids' Holiday Camps in December and February.
- Work with program director to assist with the scheduling of grooming to ensure proper preparation of MVSD trails for practice.

## **Required Skills and Experience:**

- Strong communication skills
- Computer skills including email, word processing, spreadsheets.

## **Core Competencies:**

- Ability to work cooperatively with others
- Excellent and timely communication
- Excellent organization and time management
- Ability to complete independent projects in a timely manner with minimal oversight
- Analytical and decision-making skills
- Solution-focused and creative problem-solving

**Compensation:** \$3900/season (paid monthly) or \$30/hr. Can be paid hourly or on a salary basis during the months of employment.

MVNSEF is an at-will employer.