



Job Description

- Date Updated:** October 2024
- Job Title:** Program Coordinator - Central Vermont
- Job Description:** Responsible for overall representation, administration, development, management and execution of the day-to-day operations of Vermont Adaptive programs and activities in the assigned region. High levels of commitment, prompt communication and collaboration is necessary for the organization to run effectively. Program Coordinators are responsible for supporting aspects of volunteer participation within the organization- from recruitment to training, supervision and scheduling.
Must demonstrate a strong belief in providing top notch programs, the organizations mission and values and strive to support the strategic goals and evolution of the organization.
- Reporting:** This position reports to and is supported by the Program Director.
- Classification:** Non-Exempt. Full Time year round, Full-time benefits. (see employee manual)
- Hours:** Salary. Schedule regularly includes weekends, holidays and/or evenings
- Work Locations:** Sugarbush Resort & Central Vermont
Alternate off site seasonal program locations as necessary.
Summer regional travel, occasional national travel
- Nature of the organization:** Programs are developed and organized by program coordinators and delivered by trained volunteers. Programs are statewide and seasonal. Key programmatic fundraising and awareness building events happen periodically throughout the year. Autonomy, independent and remote work at times.
- Examples 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 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. Coordinates reservations for participants and necessary payment, volunteers and equipment. Manages scheduling, and recruitment for volunteers to support programming. Recruit and provide oversight for seasonal interns. Maintains adaptive sports equipment and all other program property as assigned with the director or programs. Coordinates purchases and repairs of adaptive sports equipment with the director of programs. Advocates for disability awareness in the community and serves as a representative for the organization. Provides reports and data necessary to the director of programs. 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

Responsibilities:

1. Program Administration

- Establish year round programs for people with disabilities.
- Provide excellent communication and customer service and safe, quality programs
- Facilitate cohesive adaptive sports programs and events



- Manage interns
- Manage reservations and schedule for athlete lessons year round
- Schedule volunteers for daily programs. Ensure adequate support activities, support recruitment efforts.
- Manage all volunteers during program operations
- Support volunteer training to ensure adequate and consistent volunteer training and risk management
- Follow protocols for any injury and immediately inform program director.
- Drive company vehicles, van and tow trailers as necessary to transport equipment, volunteers or participants.
- Maintain vehicles and in good operating condition with oversight from the director of programs
- Control, evaluate, report and follow up on organizational adaptive equipment inventory, maintenance needs, repairs, or purchases with director of programs
- 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 camps, events and 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 programs 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 director of partnerships and director of programs to keep them active

2. Program Development



- 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 program specialty as authorized by director of programs
- Increase or sustainable maintain client program participation
- Take in consideration to the needs of the community
- Make supply and equipment purchases with support of the director of programs

3. Fundraising

- Provide necessary grant reporting information in advance of deadlines
- Write and follow-up on grant or donation requests and mandated reports
- Support the planning and implementation of fundraising events, and coordinate volunteers as necessary.
- Be an active participant in events including the Vermont 100, Vermont 50 and other events as assigned, be present and work at required events
- Friendraise

4. Leadership

- Communicate weekly (minimum) with programming 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 director of programs 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 resorts, meet with on a weekly or regular basis
- Update google calendar. Important programs, days off, vacation, events.
- 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 as necessary
- Connect with educational institutions K-12 and college to promote organization and recruit, foster partnerships, disability awareness

5. All other responsibilities as required by Executive Director

I have read and understand the requirements of this position

Initial/ date