



JOB TITLE: Part-Time Local Program Coordinator
REPORTS TO: National Program Manager
CLASSIFICATION: Part-Time
LOCATION: Boulder, Colorado
PAY RANGE: Commensurate with experience

Overview

The PT Local Program Coordinator oversees the coordination and administration of all aspects of the local programs in Colorado; including planning, organizing, staffing, leading, permitting and controlling program activities. Program activities include; Climbing MeetUps (Indoor) and Outdoor Skills Clinics.

Primary Duties and Responsibilities

Program Management

- Develop+ Plan the delivery of all local programs and its activities in accordance with the mission and the goals of the organization-develop annual program plan and final report
- Serve as the POC for all local program related inquiries
- Provide all program related administrative support (registration, data tracking)
- Ensure that program activities operate within the policies and procedures of the organization and serve on risk management committee
- Manage communication and scheduling
- Engage volunteers for appropriate program activities using established volunteer management practice
- Ensure that all program volunteers receive an appropriate orientation to the organization and the programs
- In coordination with the Operations Manager, ensure all program registration pages are updated and implemented with appropriate time for ample registrations
- Other tasks as assigned

Program Delivery

- Directly deliver all local programs in Colorado
- Ensure all programs are staffed with appropriate qualified guides/instructors (if needed)
- Ensure that program activities comply with all relevant policies, professional standards/policies and take appropriate action to control/communicate the risks are completed for each program
- Responsible for ensuring all programs have necessary and appropriate program and risk mitigation equipment
- Oversee the collection of records on the clients of the program for pre-program screening, post-program feedback according to the confidentiality/privacy policy of the organization
- Communicate with clients, volunteers and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other managers to ensure the effective and efficient program delivery
- Ensure that the program operate within the approved budget

Post Program Management

- Collect feedback/data and upload to appropriate platform
- Report evaluation findings to the executive director and recommend changes to enhance the program, as appropriate

Qualifications

Education

- University degree in a related field
- AMGA SPI certification and/or training
- Wilderness First Responder certification

Knowledge, skills, and abilities

- Knowledge of outdoor programming and risk management
- Knowledge of adaptive sports and climbing
- Effective communicator
- Self-driven, task oriented and able to accomplish responsibilities with minimal supervision (works effectively in remote office setting)

The successful Local Program Coordinator will be able to demonstrate competence in some or all of the following;

- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Pay is anticipated to be \$25-\$35/hr.