|  |  |
| --- | --- |
| **Position Title: Program Administrator and Coordinator**  | **Location: Northern, NV**  |
| **Classification:** **[ ] Full Time** **[x]  Part Time****[ ]  Seasonal** **[ ]  Short-term project** | **FLSA Status: Non-Exempt** |
| **Reporting Relationships** |
| **Reports to: Founder** | **Supervises: n/a** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION SUMMARY:** TheProgram Administrator and Coordinatorfacilitates the efficient operation of the Company and the daily camp and program activities, and preparation of said activities, through the performance of a variety of administrative and camp/program related tasks.

**ESSENTIAL FUNCTIONS & BASIC DUTIES:**

1. Maintain filing systems as assigned.
2. Create images, posters, flyers and social media posts for marketing purpose.
3. Edit and maintain website to reflect up to date news, offerings and events
4. Create, edit and send emails to subscriber list.
5. Monitor activity on social media sites and bring matters of significance to the attention of the Founder.
6. Communicate and coordinate with vendors, partners and community partners.
7. Assist with camp & program planning.
8. Organize daily rosters and inventory.
9. Attend daily/weekly meetings with Founder to discuss tasks.
10. Track payments of camps and programs
11. Respond to and resolve administrative inquiries and questions.
12. Back up camp counselor as needed
13. Help plan and coordinate non camp and program events and fundraisers.
14. Write reports, grants, emails and other supplemental materials for the implementation of the orgs mission.
15. Always represent the mission and vision of the Company.
16. Serve as backup camp counselor if and when needed to assist camp staff and programs admin is creating and helping to manage
17. Other duties may be assigned.\*

**KNOWLEDGE, SKILLS AND ABILITY:**

* Excellent communication skills, both oral and written
* Excellent interpersonal and customer service skills.
* Proficient in Microsoft Office Suite, Drop Box, Google Drive, Canva and Gmail.
* Experience with Weebly, square space or similar platforms
* Experience with emailing marketing, mail chimp, constant contact or others.
* Excellent organizational skills and attention to detail.
* Basic understanding of clerical procedures and systems such as recordkeeping and filing.
* Ability to work independently.
* Ability to be patient and understanding when working with children and interacting with parents.

**EDUCATION AND** **WORK EXPERIENCE:**

* High School Diploma, required.
* At least two (1) years of coaching and/or counseling experienced, required.
* At least one (2) year of administrative experience, required.
* At least one (1) year of experience in a camp/program related role, preferred.
* At least one (1) year of experience creating and managing social media outlets, preferred.
* Associate’s degree in related field, preferred.

**CERTIFICATES AND LICENSES:**

* Basic First Aid and CPR certification, required.

**PHYSICAL/MENTAL DEMANDS:**

***Physical Demands:***The essential functions of the position require:

* **frequent** walking, sitting, repetitive use of both hands and finger dexterity in both hands;
* **occasional** standing, finger dexterity in non-dominant hand, near/far visual acuity, depth perception, field of vision, lifting/carrying of up to 25 lbs., and driving a vehicle;
* **seldom** reaching overhead and bending over.

***Mental Demands:*** The essential functions of the position requires the ability to read and write simple and complex material, perform simple math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate activities, supervise and instruct others; follow instructions, influence others, meet time requirements, memorize, problem solve through use of independent judgment and decision making skills.

**WORKING CONDITIONS:**

The noise level in the work environment is usually quiet to moderate and the employee **frequently** works in a climate-controlled environment, and **occasionally** in an outdoor environment. Work will entail the use of computer equipment. The employee works alone, with others, around others, with verbal and face-to-face contact. Ability to work a flexible schedule including weekends, evenings and holidays.

**\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Skiing is Believing.** Skiing is Believing abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Skiing is Believing.

I have read, understand and accept this job description as defined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

Job Description Approved by: The Founder

Date Approved: 2/28/2024

Revision Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_