

# Jackrabbit Program Coordinator

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Saskatoon Nordic Ski Club (SNSC) has provided cross country ski programming and events in Saskatoon and area for over 50 years. SNSC provides learn to ski and sport development programs for children, youth and teens, as well as racing and training programs for youth up to adults.

The foundation of the club's skill development programs (SDP) is Jackrabbits (Bunnyrabbits, Jackrabbits and Youth Learn-To-Ski). The Bunnyrabbit (Active Start) and Jackrabbit (FUNdamentals) programs teach children, ages 3 to 10, basic ski skills (classic and skating) in a kid-friendly manner by qualified coaches.

To support coaches in program facilitation, and provide administrative support for the Jackrabbit Team, Saskatoon Nordic seeks a part-time contract Jackrabbit Program Coordinator for the 2020/21 winter season. The position runs from November 1<sup>st</sup> through March 31<sup>st</sup>. SNSC youth programming consists of sessions Sunday afternoons, and Wednesday evenings. The 2020-2021 season may also include Monday and/or Thursday evenings depending on the level of interest from participants. Contract is for approximately 8 hrs per week starting in November through March; programming runs from 2<sup>nd</sup> week of November through the 2<sup>nd</sup> week of March (15 weeks) with the core season running from the beginning of January to March (10 weeks).

## Program Coordinator Responsibilities

- **Support Jackrabbit Team** in the implementation of the JR Programs, including communicating with the community through email and social media, managing JR materials and equipment, supporting registration, as well as support the SNSC Youth Director as required.
- **Support Jackrabbit Team** in the communication and delivery of the programs COVID-19 return-to-play guidelines including developing a health screening procedure, briefing parents and coaches, and sanitation of shared equipment.
- **Support Coach Coordinator** in weekly coach scheduling to ensure adequate coaching resources for program. Facilitate special event activity days (approx. 2 days during season),
- **Support Jackrabbit Coaches** with on-snow programs, extra activity days, and overall program support.

## Job Requirements

- Previous experience working with children (ages 3 – 10) in FUNdamental sports or outdoor program (Jackrabbit program experience an asset).
- NCCP Community Coach or availability to take NCCP training (ICC online / CC in November).
- Submit a Criminal Record Check/Vulnerable Sector Check to the club, cost will be covered by the club.
- Ability to work well within a team environment (coaches, volunteers and parents).
- Good communication skills – both written (email and web-postings) and oral.
- Solid experience with Microsoft Office programs (excel / word)

- Experience with Zone4 is an asset, OR willingness to take complete Zone4 training.

### **Schedule of Work**

- Work from home with flexible work hours. 8-10 hrs per week, November through March
- Some availability during program times is required. (Sundays 2:30 – 4:30pm / Monday, Wednesdays and Thursdays 5:30pm –8pm)

### **Remuneration**

1. \$20 – 22 per hour depending on experience and training level
2. Expenses for weekend out-of-town activities are covered
3. Cost of NCCP training is covered

**Submit resume with experience and qualifications to [youth@saskatoonnordic.ca](mailto:youth@saskatoonnordic.ca) by October 23, 2020 5pm**