



Position Title: Volunteer Program Coordinator - Jackrabbit Coordinator

Term & Commitment: As soon as possible to early April 2027 (approximately 5–8 hours/week if one person coordinates both sessions; reduced hours per person if shared between two coordinators, depending on program needs). Participation in monthly/annual Program Coordinator meetings and off-season planning (2–3 hours per month).

Reports To: Program Manager

Collaborates With: General Manager, Fellow Program Coordinators, Coaches, Parents, and Athletes

Position Type: Volunteer, Hybrid (Remote with occasional in-person meetings and on-snow presence)

Equipment Requirement: Access to and use of a personal computer

About the Program

For more information visit: <https://www.kimberleynordic.org/jack-rabbits>

Position Summary

The Volunteer Jackrabbit Program Coordinator plays an important administrative role in supporting the delivery and organization of the Jackrabbit ski program. This revised position is more administrative in nature than in previous seasons and is directly supported by the Program Manager. Working closely with coaches, parents, athletes, and fellow coordinators, the volunteer helps with communication, seasonal organization, events, basic financial tracking, feedback, and community support. No coaching experience or advanced skiing ability is required.

The position may be filled by one coordinator supporting both Tuesday and Sunday sessions or shared by two coordinators, one for each session. When shared, the weekly time commitment for each volunteer will be reduced.



Note: This administrative role can also be combined with an active coaching position for individuals interested in both off-snow organization and on-snow coaching. Coaching is optional.

Key Responsibilities

- **Program Administration, Financials & Improvement**

- Assist the Program Manager with seasonal program planning and coordination.
- Help track program expenses in alignment with approved budgets, under Program Manager guidance.
- Support program-specific fundraising activities as needed.
- Help plan and coordinate program equipment rental distribution and collection.
- Help coordinate coach training sessions.
- Gather feedback from parents, athletes, and coaches to support ongoing program improvement.
- Manage routine program administrative tasks with support from the Program Manager.
- Attend monthly Program Coordinator Committee meetings to align with fellow coordinators.
- Coordinate parent volunteer shifts, hot chocolate, events, and occasional snacks.

- **Communication & Collaboration**

- Serve as an administrative contact between coaches, participants, parents, and athletes, with Program Manager support.
- Collaborate with coaches, parents, and athletes to support lesson delivery, respond to feedback, and foster an inclusive community.
- Help organize pre-season orientation meetings for coaches and parents.
- Provide timely updates about schedules, program expectations, and club announcements.



- **Events & On-Snow Support**

- Help plan and coordinate program-specific activities, special events, and fun days.
- Help coordinate Jackrabbit skiers' participation in KNC club races and fun events.
- Support post-season volunteer appreciation activities.
- Maintain an occasional presence at key on-snow sessions to connect with families and provide operational support; coaching duties are optional.

Qualifications & Requirements

- **Administrative & Basic Financial Aptitude:** Strong organizational, time-management, and administrative skills; basic budgeting or expense tracking is an asset.
- **Communication & Collaboration:** Friendly, clear communication and willingness to work with families, athletes, and coaches.
- **Technology & Availability:** Access to a reliable personal computer and flexibility for remote administration, meetings, and occasional on-snow presence. Approximately 5–8 hours per week for a single coordinator covering both sessions, with a reduced commitment if shared.
- **Nordic Ski Knowledge:** Familiarity with youth ski programs is an asset, not a requirement. No coaching experience or advanced skiing ability is necessary.

Perks & Benefits

- **Free Individual Membership** for the season
- **50% Discount** on Adult Ski Programs
- **Cash Honorarium** upon completion of the season, increasing with each year of service
- **Free Access** to the KNC Gym facility

Please express your interest as soon as possible by contacting **Kwan Lee**, Program Manager by email: programs@kimberleynordic.org or phone: 250-432-5268