## **CADS-Calgary Program Coordinator**

CADS-Calgary is a volunteer-based, non-profit, charity that provides opportunities for people with disabilities to experience the joy of learning, participating, and competing in alpine Snowsports. This is a full-time position.

Administrative Responsibilities:

* Maintains office services by organizing office operations and procedures; completing check deposits; controlling correspondence (physical, email and website queries); designing/up-keeping filing systems (physical and computer based); updating website information; reviewing and approving expenses
* Liaise with COP/Winsport as first point of contact for questions or clarification on CADS‑Calgary Programming
* General administrative support for executive board and Ski and Snowboard School Director
* Assists the Treasurer with journal entries into Quickbooks and payment of invoices
* Assists Chair with creating and sending out the monthly meeting agenda
* Take meeting minutes for monthly board/special/AGM meetings and distribute to membership and external parties
* Attend all training sessions, organize participant check in, sign-up new volunteers, group assignments and lift ticket allocation, and act as the main point of contact for questions
* Attend all lesson nights act as a point of contact for information
* Attend and assist in organizing registration events (typically 2 per year)
* Maintain ongoing Membership list using membership management software (Snowline database transition from Wild Apricot)

Alpine Responsibilities:

* Assist Ski and Snowboard School to organize training and certify volunteers.
  + Volunteer Training Sessions with CSIA, CADS and CASI
  + Source Trainers when necessary
  + Organize Certification
  + Develop partnership with Winsport Snow Academy to Certify and Train staff
  + Work with CSIA, CASI and CADS Examiners
* Liaise with both CADS-Alberta and CADS-National as necessary
  + Members Certification Database
  + Certificates of Insurance
* Update Insurance Property list and values with assistance
* Create/Revive CADS-Calgary Outreach programs with other Adaptive programs.
  + Attend Community Events
  + Organize Awareness Days both locally and in the Mountains
  + Develop and deliver presentations to other Adaptive Groups in Calgary
  + Build CADS-Calgary brand name and awareness in the community
* Organize annual Mountain Day Trip to local ski hill work to build and expand this program

General Responsibilities:

* Identify and apply for appropriate funding opportunities
* Create a Volunteer Manual
* Recruitment of new Volunteers
* Catalogue CADS-Calgary historical items for preservation
* Recruitment of non-skiing/indoor volunteers to assist as required
* Promote National Ski Festival within CADS-Calgary

Requirements:

* Self-starter with the ability to work with little supervision
* Attendance at training and lessons nights (2-3 evenings per week)
* Create a presence at COP/Winsport with office hours (2 days per week)
* CSIA, CASI and CADS Certification desirable
* Software: MS Office (Word, Powerpoint) - essential

Quickbooks - desirable

Snowline, Wild Apricot - desirable

* First Aid

Other Duties as Required