



SOGO Program Coordinator

Calgary, AB (Part-time, year round). Home office.

Preamble:

SOGO Adventure Running offers career opportunities to energetic, athletic, motivated, talented, dependable, trustworthy, well rounded, self-reliant individuals who have passion for the outdoors, love working with kids, and believe in the importance of physical literacy and long term athlete development. We offer tremendous opportunity for personal growth, with responsibilities including program development, strategic planning, coaching, finance, marketing, and fundraising. You will build experience and expertise while helping to shape a rapidly expanding program that contributes to the well being of Calgary and area youth.

SOGO relies upon highly self-motivated, goal oriented staff who are able to communicate well to large groups representing a broad range of ages, including kids, parents, volunteers, club members, sponsors, government agencies, and the general public. SOGO is run by a talented group of people working closely together in a positive and creative environment. The team consists of a volunteer steering committee, part-time staff, a number of paid hourly coaches, and many volunteers.

The SOGO Program Coordinator is a part-time hourly wage position - wage based on experience in the range of \$25 - \$28/hour.

Working hours will be mainly during the day and the regular work week. Exceptions to this could be evening and weekend events and meetings. The hours of work vary during the year with the busiest times will be in before and during the spring and fall weekly SOGO programs. Here is an **approximate** look at how many hours/month to give you an idea of the seasonal nature of the work. There is some flexibility here, although April, May, the latter part of Aug and early Sep are consistently busy.

Jan	8-12	May	100	Sep	120
Feb	30-40	June	100	Oct	80
March	80	July	40-60	Nov	60

April	140	Aug	120	Dec	8-12
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Key Goals for the Program Coordinator position:

- Work with the orienteering club's Junior Development Committee to administer the SOGO Adventure Running program
 - Weekly programs
 - Events
 - Adventures
 - Summer Camps
- Provide administrative, technical, planning and creative input and support to the Junior Development Committee and other SOGO staff & volunteers.

Program structure:

Foothills Orienteering is a not-for-profit, volunteer-run sports club that provides orienteering training and competition opportunities for its members, and promotes the development of orienteering in Southern Alberta. The SOGO Adventure Running program is one of the club's most important development programs. This program is guided by the club's Junior Development Committee, which is chaired by the club's VP Junior Development. The program is implemented by the Program Coordinator in collaboration with the Head Coaches for SOGO Level 3 (ages 12-18), Level 2 (ages 10-12), Level 1 (ages 6-9), SOGO Squirts (ages <6), SOGO Access (our program for kids with disabilities), and SOGO@School & Groups Coach & Coordinator.

Mandatory Skills

- Proven interpersonal communication skills – to be able to interact positively with junior participants, parents, coaches, club members, volunteers, and other stakeholders
- Kindness and compassion
- Excellent customer service skills
- Proven ability to work independently from home/remote locations
- Excellent attention to detail
- Ability to determine the most important things to work on in order to meet the overall goals of the program on budget and with minimal supervision
- Advocate for the needs and safety of participants and coaches
- Positive attitude
- Flexible attitude, able and willing to jump in to address issues and assist our coaching team
- Event organization skills
- Strong computer skills, including a good knowledge of MS Office or similar platforms, google drive

The following skills would be considered an asset for this position:

- At least two years experience working in customer service or related field
- Orienteering skills and understanding of the physical, mental, and navigational skills required to participate in an orienteering course
- Experience in volunteer management or leadership
- Experience with Human Resources
- Mailchimp, website and social media content management skills
- Understanding of [Orienteering Canada's Long Term Athlete Development guide](#)
- Prior experience coaching youth groups and/or experience coaching orienteering (or similar sport) to youth
- University degree in a related area

Responsibilities:

- Administration
 - Attend Foothills Orienteering executive or Junior Development Committee meetings as required and follow up on requested actions
- Planning & Scheduling
 - Work closely with the SOGO Committee and Coaches to schedule and plan SOGO weekly programs and other events including locations
 - Ensure permits are in place for all SOGO locations
 - Coordinate the schedule of SOGO and junior events with FWOC event schedule
 - Contribute to long term planning for SOGO Adventure Running
- Registration & Membership for all SOGO programs
 - Configure and implement online registration pages
 - Maintain membership/participant database
 - Communicate with registrants
- Communication
 - Correspondence with SOGO participants and parents
 - Regular communication with club members via club Facebook page, club website, and club mailing list
 - Respond to queries from the public and other interested parties
 - Assist with the promotion of SOGO programs, respecting the look & feel of the SOGO brand
 - Assist with SOGO social media
- Finances
 - Work within the SOGO budget
 - Submit grant applications
 - Submit expense report monthly
 - Assist with payroll processes for all SOGO employees
- Leadership & HR
 - Coordinate training SOGO staff and volunteers
 - Coordinate and communicate with all SOGO staff & volunteers
 - Manage HR processes (Collage, Clockify)
 - Manage coaching contracts, certifications, waivers and personal information checks (Collage)

- Manage payroll (Clockify, Ceredian)
- Work with the SOGO Committee to ensure all policies are up to date and consistently implemented
- Complete safety incident reports as needed, communicate incident to the Junior Committee, and file reports
- Evaluation
 - Collect feedback from SOGO parents and others for programs, camps, and other events
 - Provide and implement suggestions for improving SOGO programming

Training in orienteering and orienteering-related skills can be provided, if necessary.

Ownership of or consistent access to a vehicle and a valid Alberta Class 5 driver's license is a requirement.

The **SOGO Principles** form the basis of everything we do at SOGO:

Going for it	Staying Healthy	Being inclusive
Keeping it fun	Respecting others	Giving back
Playing fair	Respecting nature	Getting muddy

All individuals involved with SOGO Adventure Running are expected to live by and actively promote the principles of SOGO. Read more about the SOGO Principles [here](#).

If you are interested in this role, please send your cover letter and resume to junior@orienteeringcalgary.ca.