



SOGO@School Coordinator & Coach

Calgary, AB (Part-time, seasonal)

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 Canadian 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, three permanent staff, a number of paid hourly coaches, and over a hundred volunteers.

The SOGO@School Coordinator & Coach is a part-time, average 2-5 hours per week (December to March and July to August) and 30 to 40 hours per week (April to June and September to October), hourly position. Hourly wage is based on experience in the range of \$24 to \$27 hourly. Working hours will be mainly during the day on weekdays during school hours and some evening programs. We expect some flexibility on this depending on the immediate needs and anticipated growth of the program based on your performance.

Key Goals for this position:

- Collaborate with the orienteering club's Junior Development Program (JDP) Committee and the Program Coordinator to deliver the SOGO Adventure Running program
- Oversee the coaching of SOGO@School and SOGOGroups programs
- Through active promotion, grow the SOGO@School and SOGOGroups program
- Provide other support for the orienteering club as time allows

Skills & Qualifications:

- Ability to prioritize work projects to meet the overall goals of the program on budget and with minimal supervision
- Orienteering experience is considered an asset
- Understanding of [Orienteering Canada's Long Term Athlete Development guide](#)

- Proven interpersonal communication and customer service skills – to be able to interact positively with participants, parents, teachers, fellow SOGO staff and volunteers, media, sponsors, funding agencies, and other stakeholders.
- Prior experience with planning or implementing similar recreation and education programs and working with public school systems and curriculum development
- Prior experience working with community groups and programs and experience with outreach
- Positive, outgoing and friendly attitude
- Flexibility to visit/travel to SOGO sessions, other clubs/programs, conferences, etc. as needed
- A valid Alberta Class 5 driver's license is a requirement.

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 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), SOGO Level 1 and 2 (ages 6-14), SOGO Squirts (ages <6), SOGO Access (our program for kids with disabilities).

Responsibilities:

- Lead the planning, analysis, design, implementation, and evaluation of continuous improvements to the SOGO@School, SOGO Groups and other junior development programs
- With input from the JDP Committee, develop new SOGO Programs beyond the scope of the current SOGO@School and SOGO Groups programs
- Collect and analyze feedback from club members, SOGO participants and others for programs
- Evaluate, report, and improve the performance of the junior development programs in consultation with club executives and SOGO staff.
- Marketing, advertising & promotion: ensure continued growth in current and new locations:
 - Collaborate on marketing campaigns with the JDP committee member in charge of marketing and communications
 - Liaise with similar programs and other local organizations
 - Work with the JDP Committee to build partnerships with other communities and organizations
 - Evaluate, attend & organize opportunities to promote SOGO (eg: sports conferences, other sports and outdoors clubs, trade shows)
- Sponsorship & Fundraising:
 - Liaise with existing sponsors and build partnerships with new and potential school groups and community associations

- Administration:
 - Attend JDP Committee meetings when requested and follow up on requested actions
 - Provide consistent reports to the JDP Committee Chair
 - Coordinate regularly with the SOGO Program Coordinator on programs, projects and administrative processes
 - Submit expense reports monthly
- Understanding and compliance with government regulations and orienteering specific COVID guidelines
- Other tasks as agreed to with the JDP Committee

COMMUNICATION AND REPORTING

- The Employee will meet at least monthly with the JDP committee (or designate), to report progress and determine goals and desired outcomes for the following month. The Employee will collaborate closely with the SOGO Program Coordinator in regards to consistent administrative processes.

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.