



## **Volunteer Position: Jackrabbit Coordinator**

**Purpose:** Manage the planning and operations of the youth development/learn to ski programs (Bunnyrabbits, Jackrabbits, Track Attack, and Racing Rabbits).

### **Key Responsibilities:**

- Determine the budget for the program each year.
- Coordinate and oversee the registration of participants and class organization.
- Coordinate food and photography services.
- Coordinate and organize special days such as sprint days, Jackrabbit Olympics etc.
- Provide program reports at Club monthly club meetings.
- Ideally 3-4 individuals are needed to coordinate all tasks and to work together to organize large tasks (registration, special days, banquet)
  - One or two individuals to act as main Coordinator of classes and special days (sprints, Olympics etc)
  - One individual to act as Coach Coordinator
  - One to act as Food Coordinator

**Length of Appointment:** One year (minimum)

### **Time Commitment:**

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May as necessary to provide relevant communication regarding Jackrabbit events.
- November to April – variable up to 8-10 hours a week and Saturday morning (10am – 12pm)
- May to September – variable 1-2 hours/week to support online registration start up

### **Qualifications:**

- Organizational skills, ability to lead a team and work in a team environment.



- Communication skills
- Records management (keeping track of class lists etc.)

**Support:** Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

**Tasks:**

- Throughout the year: Answer messages sent to the Jackrabbit email account.
- May: Attend CCO AGM. Liaise with CCO or NOD Youth Chair about program developments for upcoming year.
- May/June: Ensure program fees are determined and approved by the Board. Provide information to Registrar/Zone4 Tech and help with the development of the new annual registration.
- June: Prepare information to be sent out to last year's club members to inform of the opening of the registration. Send this information to Communications Officers to announce in newsletter and online.
- July-November: Monitor registration and provide progress updates to Coach Coordinator and VP Programs. With Coach Coordinator, discuss coach numbers and training needs for classes. Begin assigning registrants to classes. Set classes based on the coaches/assistants who have committed to the upcoming season, and use previous year's class names as a guideline, assuming everyone moves up to the next level with only rare exceptions to this where a level needs to be repeated or someone skips a level (especially with skiers who start into the program at a later age). This needs to be closely tracked so that if classes fill, online registration can be stopped at least temporarily to manage the numbers as necessary. Children of any coach/assistant should have 'guaranteed' spots in the appropriate class for each child. Once each class fills, then any registrants for that class must be waitlisted until additional coaches are found. Ideally these should not register online until a spot is available for them – OR – if they do register online, an email should be sent indicating they are



waitlisted and will be refunded their payment if a spot is not found for them – by early December.

- September: Connect with ski stores to remind them about ski equipment requirements.
- September: Develop/update a Jackrabbit pamphlet to be given out at Hiawatha Highlands' Ski School customers. Consult Board and Hiawatha Highlands Business Manager.
- September: Revisit Jackrabbit schedule of events and Club calendar. Begin preparing information to provide the Communications Officer for first newsletter. Start date – usually the Saturday before Christmas and then every Saturday after Christmas until March Break – usually going to the first Saturday of March Break. Schedule of events such as sprints and Olympics depends on the club schedule of other races, time trials, and loppets.
- September: Determine budget for upcoming season with admin team. Liaise with lead coaches to determine season plans and budget needs.
- September: Receive updates from Coach Coordinator about coach recruitment.
- October/November: Send a personal message to last year's Jackrabbit families who have not registered for current year.
- November: Attend Ski Swap; promote and answer questions about programs.
- November: Order CCO materials (toques, buffs, stickers) for registrants.
- November: Finalize Jackrabbit schedule and organize coach meeting with Coach Coordinator to be held before season starts. Prepare information packages to distribute including class lists.



- November/December: Prepare and send messages to Jackrabbit families letting them know about the first day, general program information, and program requirements.
- November: Organize the Jackrabbit kick-off (first lesson) with the Coach Coordinator, which may include booking a venue (i.e., Bible Fellowship).
- December – April: Support and discuss with Media/Photographer and Special Events Food Coordinator the schedule of events and expectations.
- December – April: Monitor budget spending.
- December – April: Contribute to event planning (e.g., time trials) to ensure Jackrabbit program needs are being met.
- December – April: Plan Jackrabbit events, which may include submitting proposals to CCC/CCO/NOD. Help distribute information and or arrange special opportunities (e.g. Maple Syrup Stampede, Midget Champs) for groups. Pass information on to the Zone4 tech/Registrar as necessary.
- December – April: Purchase equipment to support lessons and events.
- December – April: Support coaches by being a liaison and sometimes a mediator with parents. Sends communications, as needed, to inform families of special events, poor weather, cancellations, and general reminder.
- February/March: Review awards banquet requirements and order medals and trophies. Connect with Coach Coordinator to get completed skier assessments and award recipients. Prepare certificates. Write up a season summary for banquet program booklet. Encourage award winners to attend banquet and maintain attendance list.
- April: Help set up banquet. Distribute awards packages at Jackrabbit table. Announce/support the announcement of award winners.



- April: Provide season report to VP Programs for Board submission.
- April-May: Begin recruiting for other program helpers and coaches.