



Winter Program Lead Instructor

Position Title: Winter Program Lead Instructor

Term: Full Time, November 4, 2024 – April 30, 2025 (possibility of extension to end of May). Vacation black out periods: December 16, 2024 - January 6, 2025

Location: Banff/Canmore, Alberta, Canada

Report to: Program Manager

Timescale: 5 days per week, up to 35 hours per week. The applicant will spend most of their time at Sunshine Village Ski Resort.

About RMA

Rocky Mountain Adaptive (RMA) is a not-for-profit organization whose mission is to enable children and adults with physical, developmental and/or cognitive challenges to participate, learn and excel in all sports and recreational activities in the Canadian Rockies. As a multi-sport, year-round organisation who provides access to mountain sport and recreation, RMA offers adaptive sports equipment, specialised instructors, trained volunteers and unique training opportunities. Activities include biking, canoeing, hiking, kayaking, paddleboarding, skiing, snowboarding, swimming, white water rafting and much more!

Overview

The Lead Instructor will assist with the planning, organizing, leading and delivery of winter programs; and, split instruction and group program supervision with the Program management team.

Roles & Duties

The Lead Instructor performs a wide range of duties including some or all of the following:

- Teach a variety of adaptive ski lessons (about 80% of role)
- Assist with Instructor and Volunteer training
- Assist in the organization of Camps & Programs
- Carrying out pre-lesson assessment calls for all participants.
- Maintain weekly record keeping of Lesson Report Forms and Equipment Logs. Follow up with instructors who are not keeping up to date. Forward forms to instructors as needed.
- Be ready to work on a variety of RMA programs, that may be outside of the regular downhill Ski & Ride programs & lessons; can include private lessons, group bookings, etc;



- Engage volunteers for appropriate program activities using established volunteer management practices
- Follow up with volunteers at the end of each day, share guest info as needed.
- Pursue options to engage more volunteers
- Monitor the day-to-day operations of all programs, providing direction, input and feedback where appropriate, communicate with participants and families/guardians/caregivers to solicit input to improve the program, handling and resolving complaints, and ensuring that programs have required supplies and equipment
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Assist with Fundraisers where needed
- Enforce organization policies and procedures for all instructors, volunteers and participants
- Prepare reports describing and evaluating programs at completion of activity and identify methods and areas to improve
- Create and share content for Social Media
- Assist with raising awareness for RMA and fundraising events
- Perform other such duties as may be assigned

Working Conditions

- Full-time position
- Required to work outdoors in Winter conditions up to 5 days a week
- Office environment up to 1 day a week

Qualifications

- Advanced skiing abilities
- Strong leadership skills
- Ability to teach All Adaptive Disciplines (Sit Ski, VI, 3 and 4 Track, Neurodivergent) to all age groups
- CSIA certifications or international equivalent.
- CASI and/or CADS certifications or international adaptive equivalent an asset
- Mandatory background check

Remuneration

- \$17-\$21/hr depending on experience and certifications
- Season Pass for Sunshine Village
- Training opportunities for CADS, CSIA, CASI and CSCF certifications



How to Apply

Please apply by sending a resume and cover letter detailing why you want to work for Rocky Mountain Adaptive, your related experience, and anything else you feel is pertinent to the position to work@rockymountainadaptive.com. Application deadline is posted on our website at www.rockymountainadaptive.com/winterjobs/