



THE CATAMOUNT TRAIL ASSOCIATION

BREAKING TRAIL SINCE 1984

Job Title: Youth Programs Coordinator

Position Description: The CTA's mission is to expand access to Vermont's backcountry because we believe days spent in the mountains with friends are powerful, and that those experiences should be open to everyone. We are an organization of backcountry enthusiasts, volunteers, and supporters working to steward the Catamount Trail, manage backcountry ski terrain, permanently protect mountain lands, and expand access to skiing. By building trails, community, and opportunity we connect people to Vermont's mountain landscape.

The Youth Programs Coordinator plays a leading role in running the CTA's statewide youth programs, which help over 2,000 Vermont youth learn to ski each winter. These incredibly impactful programs are condensed into a compact winter calendar to take advantage the best snow conditions, which requires the Youth Programs Coordinator to work significant hours during the months of January and February while running programs; with a more relaxed schedule outside of winter. Our peak program season runs for seven weeks starting in early January, with program preparation in November and December and program wrap up in March and April.

In the off-season, the Youth Programs Coordinator helps put on the Race to the Top of Vermont, our largest annual Youth Programs fundraising event, furthers program development, and develops new partnerships to grow and sustain current and future programs. There is the potential for significant flexibility within the position during the off-season.

Key Qualifications

Outdoor education background, preferably with at least 2 years of related experience.

A passion for Nordic and backcountry skiing.

Proficiency in Nordic skiing and ability to teach basic skills.

Experience organizing and promoting events.

Experience working with volunteers.

Ability to work independently as well as in a collaborative group setting.

Creative and self-motivated.

A flexible schedule, including the ability to work occasional evenings and weekends.

Reliable vehicle that can transport skis for program days.

Primary Responsibilities

Youth Programs

Coordinate and run CTA Ski Cubs youth learn to ski programs.

Coordinate and run CTA School Programs in partnership with the Trail and Programs Director.

Distribute and collect classroom ski kits to schools across Vermont.

Maintain youth programs partnerships, recruit participants, and update youth programs curriculum.

Develop and write youth programs content for the CTA website and social media channels.

Develop and implement bridge and mentorship programs to support Youth Programs graduates in becoming life-long skiers.



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Support family participation in Ski Cubs and other Youth Programs.
Support the Trail and Programs Director in developing Youth Programs grant proposals.
Manage and maintain skis for CTA Youth and Community Programs.

Race to the Top of Vermont

Support the Race Director in planning and running our largest annual Youth Programs fundraiser.
Support the Race Director in planning venue logistics, food, vendors, and other logistics for the Race.
Recruit and coordinate event volunteers.
Support the Race Director in managing event registration
Work with Communications and Outreach Manager on event communications, posters, and other promotional materials.
Organize Kids Zone and other initiatives at the Race to encourage family participation and highlight connections to the CTA's youth programs.
Work with Executive Director on event budget, sponsorships, and fundraising initiatives related to the event.
Other duties as assigned.

Position Details and Benefits

Reports to: Executive Director
Status: Full-time or part-time with the potential for year-round work if desired.
Salary Range: Dependent on experience and level of employment.
Benefits: Flexible benefits that can be applied to retirement or health care plans for both full and part-time employees.
Paid Time Off: Paid time off for all employees. Paid holidays. Paid family leave.
Flexible Schedule: Flexible schedules are encouraged and supported. Must be coordinated with Executive Director.
Remote Work: Hybrid work scheduled is allowed. Must be able to work from the CTA office in Waitsfield, VT at least one day per week, teach in-person youth programs (primarily in Chittenden and Washington Counties), and attend events throughout the year.

Equal Opportunity Employer: The CTA maintains a strong commitment to diversity and openness. We seek a diverse staff and group of volunteers. Positions, volunteer opportunities, and services are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, economic background, sexual orientation, political affiliation, veteran status, religion, or creed.

How to Apply: Send PDF formatted resume and cover letter to:
Matt Williams - Executive Director
jobs@catamounttrail.org

Questions: Email Matt Williams, jobs@catamounttrail.org

Application Deadline: Open until filled. Application review will begin September 21st.