

<b>Job Title:</b>	<b>Program Supervisor - Mountain</b>
<b>Location:</b>	Winter Park Resort, Winter Park, CO and some required business in Denver, CO
<b>Department:</b>	Mountain Program
<b>Reports to:</b>	Program Director - Mountain
<b>Supervises:</b>	Instructors, Coordinators, Volunteers
<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
<b>Classification:</b>	<input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

**About the NSCD:**

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,100 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of winter and summer sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

**Position Overview:**

Supervises operations associated with NSCD programs including the planning, coordination, implementation, and evaluation phases. Coordinates custom groups, weekly programs and camps; mentors staff and volunteers; and supervises NSCD instructors, interns, and volunteers. Provides direct client services instruction.

***The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.***

**Duties and Responsibilities:**

- Supervise programs, staff, participants and volunteers on a daily basis (alpine and Nordic skiing, snowboarding, snowshoeing, horse riding, rock climbing, whitewater rafting, kayaking, backpacking, fishing, camping, mountain and road cycling, and more)
- Assess participants for appropriate activities, adapted equipment and provide instruction in various activities.
- Document and evaluate program benefits as well as participant, staff and intern performance
- Develop and implement mentor program for staff, volunteers and interns.
- Develop and implement training programs for staff, volunteers and interns
- Oversee the permitting process and off-site facility arrangements for programs
- Coordinate necessary adaptive equipment and schedule transportation needs for programs
- Assist in the development and promotion of recreation programs
- Attend clinics and continuing education classes specific to programs
- Maintain and enforce safety standards established by NSCD policies and procedures. Set example by consistently following safety procedures and utilizing appropriate safety equipment.
- Actively participate with NSCD fundraising efforts.
- Create and maintain a friendly, congenial, and helpful attitude while effectively dealing with guests and other employees

**Supervision:**

- Effectively supervise and manage direct reports and provide, by example and leadership, motivation and direction to employees of the organization.

- Carry out supervisory responsibilities in accordance with the organization's policies and applicable state and federal employment laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and rewarding employees; corrective disciplinary procedures and practices under direction of the President/CEO, addressing complaints and resolving problems.
- Conduct annual employee performance reviews in a timely and effective manner. Evaluate performance of employees for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Set the tone of the department to ensure morale, team work, and that the positive employment culture of the organization is maintained.
- Regularly schedule leadership/management, department, and staff 1:1 meetings to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.

**Professional Performance:**

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients.
- Act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences.

***Other duties may be assigned***

**Education and Experience:**

- Bachelor’s degree in special education, physical education, recreational therapy, physical therapy, occupational therapy or related field required.
- Two years supervisory experience required.
- Two years of experience in the field of adapted sports required.
- Current First Aid and CPR required within one month of hire.
- Competency in Microsoft Office Suite programs required.
- Advanced ability in outdoor sports appropriate to NSCD required.
- Certification in outdoor sport appropriate to the NSCD; attainable within 90 days of hire:
  - ACA Instructor, AMGA/IFMGA, Swift Water Rescue
  - Examples: WFR, EMT/WEMT, Leave No Trace, CPRP, ACCT, PSIA instructor.

**Physical Requirements:**

- Able to work a majority of the time outside at high altitude in varying conditions including uneven and slick terrain and unpredictable weather and situations.
- Physically able to assist participants with adaptive recreation equipment, position adjustments, transfers, and movement during activities
- Able to lift a minimum of 75 lbs. with assistance.
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, students, clients on a daily basis
- Able to successfully manage multiple, high priority tasks in a fast-paced and often times crowded and noisy environment.

- Possess a valid Colorado driver’s license and meet criteria to drive company vehicles including 16 passenger vans and vehicles with large towing capacity, snowmobiles, surface and aerial lifts.

**Work Schedule**

This is a full time, year round position. The work varies based on seasonal programming needs. This position will require weekends and/or evenings supporting the programming needs of the agency.

**Salary:** A competitive compensation and benefits package is available.

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**ACKNOWLEDGEMENT**

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Equal Employment Opportunity (EEO) Policy**

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.

NSCD will consider providing reasonable workplace accommodations if needed.