



Job Title:	Program Supervisor (Certified Therapeutic Recreation Specialist)
Location:	Denver, CO and some required business in Winter Park, CO
Department:	Denver Programs
Reports to:	Program Director - Denver Programs
Supervises:	Instructors, Coordinators, Interns, Volunteers
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Classification:	<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 Denver for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport.* Each year more than 4,000 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 Empower 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 individual in this position must be a Certified Therapeutic Recreation Specialist (CTRS) with 1 year of certification in the state of Colorado.

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 in all programs offered in the Denver Programs: Rock Climbing, Water Sports, Shooting Sports, NSCD Moves obstacle course, Action Sports, Ability Clinics, and Camps
- 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
- Responsible for the direct supervision of interns seeking CTRS hours and certification
- 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
- CTRS supervision of interns seeking CTRS certification. Including, but not limited to, clearly communicating expectations, meeting with the intern on a weekly basis to discuss goals, programs and progress, and provide the intern with information, support, and feedback. The CTRS will also be responsible for signing off on any documentation needed by the interns college or university

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
- Perform 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, and appropriate environment through communication and interaction that demonstrates respect for diversity

Other duties may be assigned

Education and Experience:

- Bachelor’s degree in special education, physical education, recreational therapy, physical therapy, occupational therapy or relevant area of concentration
- Certified Therapeutic Recreation Specialist (CTRS) for 1 year in the state of Colorado
- 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
- Must be computer proficient and possess experience of Microsoft Office Suite, Excel, and Outlook
- 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.
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders
- Ability to work with a high degree of autonomy, initiative and exercise personal judgment in a fast-paced environment with a strong sense of humor and integrity
- Superior skills to organize, plan, and execute the full scope of required programs
- Ability to implement agency vision, mission, values and strategic plan
- Candidates must meet background check criteria and criteria regarding clearance to drive NSCD vehicles

Work Schedule

This is a full time, year round position. Hours may vary due to program 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.

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

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.