



# Breckenridge Outdoor Education Center

**Job Title:** Assistant Ski Program Director

**Department:** Adaptive Ski Program

**Job status:** Seasonal Full Time, October through April

**Reports to:** Ski Program Director

## **Organization Summary:**

The Breckenridge Outdoor Education Center is a non-profit 501(c)3 human service organization whose mission is to expand the potential of people with disabilities and special needs through meaningful, educational, and inspiring outdoor experiences.

## **Position Summary:**

The Assistant Ski Program Director works closely with the Ski Program Director to ensure effective management and execution of the BOEC Adaptive Ski Program. He/she will assist in supervising ski office staff, instructors, and volunteers. This is a seasonal full time exempt position that reports to the Ski Program Director. Dates of employment are from October through April.

## **Essential Duties and Responsibilities:**

### **Program Management**

- Maintains oversight of database including staff training data entry and implementation.
- Oversee scheduling and planning of regular ski office staff meetings.
- Works with the Ski Program Director in supervising ski instructors, interns, and volunteer instructors.
- Responsible for on-hill supervision of adaptive ski lessons, staff, interns and volunteers along with the Ski Program Supervisor.
- Works with Ski Program Director to develop effective system for evaluating staff, interns, and volunteers. This includes implementation and processing of all evaluations.
- Assist Volunteer Coordinator and Ski Program Director with any special events related to the BOEC or the adaptive ski program.
- Assists with general ski office duties as needed including answering phones, taking reservations, and assisting with financial transactions (POS systems).

### **Logistics/Scheduling**

- General oversight of individual and group lesson scheduling.
- Works with Wilderness Program, Course Directors, and the Keystone Program Manager in coordinating groups involved with the Adaptive Ski Program.
- Responsible for coordinating all Nordic ski lessons throughout the season. Works directly with Nordic Center staff, Intern Coordinator, and Volunteer Coordinator to ensure

appropriate staff coverage of all lessons in advance. Also is responsible for direct contact with groups to confirm skier numbers, special needs, etc.

- Works directly with Ski Program Director in supervising and scheduling ski lessons at Ski Spectacular.

#### **Equipment Management**

- Serves as Equipment Manager, working directly with Program Supervisor on ordering and maintenance of adaptive ski equipment at the Breckenridge and Keystone facilities.
- Works with Ski Program Supervisor on training of staff and interns on adaptive ski and snowboard equipment and equipment room policies and procedures.

#### **Training and Development**

- Works with the Volunteer coordinator, Ski Program Director, and Keystone Manager, in coordinating and teaching early season volunteer clinics.
- Assists Volunteer Coordinator with arranging mid-season continuing education clinics for volunteers.
- Works with Program Director and Program Supervisor in training and teaching of adaptive ski techniques to staff and interns. This includes early season training as well as continuing education throughout the ski season.
- May travel to different resorts as BOEC representative, teaching adaptive skiing clinics to other instructors.

#### **Working Conditions:**

This position requires strong skiing skills. Must be physically active and be able to lift at least 70lbs. This position requires both indoor office work as well as outside work on the ski mountain. This position will base out of our Breckenridge ski office as well as our Keystone office.

#### **Qualifications:**

PSIA Adaptive level two

Strong management skills

Prior Adaptive Ski Teaching Experience

Strong personal and customer service skills

Organizational skills

Effective written and verbal communication skills

Knowledge of Adaptive Ski equipment and basic mechanical skills

*\*Housing opportunities available and possible year-round employment depending on qualifications.*

Submit resume and cover letter to: Jeff Inouye, Ski Program Director, [boec@boec.org](mailto:boec@boec.org).