



# Breckenridge Outdoor Education Center

**Job Title:** Operations Manager

**Reports To:** Wilderness Program Director

**Job Status:** Full time, year round

## Summary

Breckenridge Outdoor Education Center (BOEC) is a non-profit 501(c)3 organization whose mission is to expand the potential of people with disabilities and special needs through meaningful, educational and inspiring outdoor experiences. Programs of the BOEC include the Adaptive Ski and Snowboard Program, Wilderness Program and Internship Program. BOEC engages with participants and partner agencies from Colorado, across the US and internationally.

## Overview and Job Summary

The Operations Manager (OM) will work closely with the Wilderness Program Director (WPD) on the day-to-day program operations. Collaboration with the Facilities and Capital Manager (FCM) and the Training Manager (TM) will be critical to the success of this role. The primary goal of the position is to support all facets of the Wilderness program including managing logistics for programs and enhancing the relationships between Wilderness administrative teams and other BOEC departments, field staff, and clients.

## Essential Duties and Responsibilities:

### Wilderness Program Logistics

- Plan, implement, and oversee the logistical plan for all Wilderness courses. Essentially ensuring the right equipment and support is in the right place at the right time for the right people.
- Manage and update field staff of logistical details pertaining to courses.
- Manage daily logistics staff including schedules and assignments/responsibilities.
- General day to day management of Wilderness Site including collaborating with FCM and TM to keep the site in working order, managing public interactions, managing LC/ gear/cages.
- Manage pre/post course activities and assist Training Manager with field staff trainings and supervision on courses as appropriate.
- Create and maintain vehicle schedule for programs in collaboration with FCM.
- Create and maintain Griffith Lodge cleaning schedule in collaboration with FCM.
- Coordinate with WPD gear purchasing, integration, and maintenance.
- Coordinate and oversee service projects with FCM
- Manage staff housing check-ins, check-outs, and bi-annual group cleans.
- Manage seasonal inventories with intern assistance.
- Manage implementation of salesforce inventory program.
- Participate in the Wilderness emergency on-call program.
- Manage the climbing equipment cage and equipment therein.

### Field Work

- Manage the Wilderness climbing program including training of staff to AMGA and BOEC standards, supervision and site management of advanced off site climbing venues, management of climbing equipment.
- Maintain internal BOEC Wilderness Program skills assessments in order to support programs and TM as needed.
- Be ready to enter the field as needed for course site management, support, or for FUN as assigned.

### **Wilderness Program Administration Support**

- Attend program staff meetings and general BOEC staff meetings as needed.
- Assist in hiring/staffing Wilderness courses.
- Assist in coordination of new programs.
- Become proficient in use of BOEC database.
- Other duties as identified by Wilderness Program Director.

### **Winter Specific Duties**

- Manage Winter Wilderness program logistics.
- Manage Wilderness gear clean/up, restock, maintenance.
- Assist with gear purchasing as assigned.
- Assist with staff and/or volunteer training as needed.
- Assist WPD with permit reconciliations and pre-season applications.
- Assist management team in development of new programs and program areas, including outreach and implementation plan.
- Other duties as identified by Wilderness Program Director.

### **Qualifications, Skills and Attributes:**

- Hold a current AMGA or similar Single Pitch Instructor Certification or commensurate climbing experience equivalency.
- Minimum 3 years management and /or supervisory experience.
- Strong organizational and multitasking skills with strong attention to detail and a commitment to accuracy.
- Computer literate with knowledge of Windows programs, Adobe, Google platform and the ability to learn the BOEC Sales Force database.
- Experience working within a dynamic deadline driven office environment required.
- Strong problem-solving skills.
- Ability to develop and maintain positive working relationships with a broad range of people including BOEC Administration, Program Directors, Course Directors and Field Staff.
- Accurate English written and oral communication skills.
- Vision abilities required by this position include close vision and the ability to adjust focus.
- This position requires the physical effort to occasionally lift at least 50 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Position Information and Benefits:**

- This is a full-time, year-round position with the following benefits: generous paid time off (PTO) policy, health insurance, life insurance/AD&D, 403B retirement plan, paid holidays, employee assistance program, training/tuition assistance program, pro-purchase program and employee ski pass.
- Starting salary \$48,000 DOE
- This position is primarily located at the Wilderness Administration office on Wellington in Breckenridge, CO with occasional posting at the BOEC Wilderness Site at the Scott Griffith Lodge.
- Typical schedule is 9:00am to 5:00pm, five days per week, with occasional weekend and/or evening involvement in programs or special events as needed.

Send cover letter and resume to Jaime Overmyer, Wilderness Program Director, [jaime@boec.org](mailto:jaime@boec.org)