



Job Title: Assistant Ski Program Director

Reports to: Ski Program Director

Job status: Salaried, Full Time

About Us

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 and operates primarily in Breckenridge, Colorado.

Position Summary

The Assistant Ski Program Director works closely with the Ski Program Director and other ski program staff members, to ensure effective management and operation of the BOEC Adaptive Ski and Snowboard Program which operates at Breckenridge, Keystone, Copper Mountain, and Arapahoe Basin Ski Resorts. The Assistant Ski Program Director will have a passion for the BOEC mission and the participants who come to realize their own potential through participation in our programs.

Essential Duties and Responsibilities:

Program Management

- Work with the Ski Program Director in daily supervision of ski program staff and volunteers.
- Manage daily operations of the Breckenridge ski office. Support operations of Keystone office.
- Assist Ski Program Supervisors on ordering and maintenance of adaptive ski equipment for both the Breckenridge and Keystone programs.
- Oversee on-hill supervision of adaptive ski lessons, staff, interns and volunteers with support from Ski Program Supervisors.
- Assist Ski Program Director on implementation, development and compliance of all ski program safety/risk management policies and procedures.
- Conduct mid-season and end-of-season 1:1 meeting with ski instructor staff.
- Become proficient in the use of the BOEC database to ensure accurate collection of data and information. This includes working with the Database Administrator on the continued development and implementation of BOEC database elements related to the ski program.
- Oversee scheduling and planning of regular ski program staff meetings.
- Assists Ski Program Director with summer duties including: review of general program procedures and policies, training and development plan, and maintenance of facilities and equipment.
- Work with Ski Program Director on posting of open positions and hiring of Instructor staff.

Logistics/Scheduling

- In collaboration with Ski Program Director, oversee daily lesson scheduling of alpine and nordic lessons for individual and group participants through the BOEC database.
- Manage seasonal full-time and part-time instructor staff scheduling.
- Work with Wilderness Program staff and Course Directors to coordinate Wilderness program groups involved with the Adaptive Ski and Snowboard Program.

- Assists Ski Program Director with supervision and overall support during The Hartford Ski Spectacular event.

Training and Development

- Manage and oversee the training program with assistance from other members of the ski program management team, to schedule and coordinate staff, intern, and volunteer training clinics. This includes early season training as well as continuing education during the ski season.
- In collaboration with the Ski Program Director ensure implementation, continued development, and utilization of the winter instructor skills matrix.
- Utilize BOEC database for scheduling and tracking attendance of staff, intern and volunteer training clinics.
- Travel to different resorts as BOEC representative, teaching adaptive skiing clinics to other instructors as needed.

Qualifications, Skills and Attributes

- 3-5 years of experience in managing all aspects of adaptive ski program operations.
- Minimum of PSIA Adaptive level 2 certification or equivalent required.
- Strong skiing or snowboarding skills.
- Knowledge of adaptive ski equipment and basic mechanical skills.
- Experience in staff management as well as strong interpersonal and customer service skills.
- Ability to develop and maintain positive working relationships with a broad range of individuals including program partners, agencies and participants as well as BOEC administration staff, program staff, instructors and volunteers.
- Accurate English written and verbal communication skills.

Position Information and Benefits

- This is a salaried, full-time position with the following benefits: generous paid time off (PTO) policy, health insurance, life insurance/AD&D, 403B retirement plan, 13 paid holidays, employee assistance program, employee professional development opportunities, pro-purchase program and employee ski pass.
- Assistant Program Director level annual salary range: \$54,000 to \$70,000 DOE
- This position requires both indoor office work as well as outside work on the mountain. This position will be based primarily out of our Breckenridge ski office with occasional time spent at the Keystone office.
- Typical schedule is 8:00am to 5:00pm, five days per week, with occasional involvement in programs or special events outside of those times as needed.
- This position requires being physically active and being able to lift at least 50 lbs. Specific vision abilities required by this position include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The job duties described are not to be an exhaustive list of all responsibilities, duties, and skills required for this position. Additional tasks assigned as needed.

BOEC strives to create environments that are just, equitable, diverse and inclusive and we are dedicated to providing outdoor experiences that are relevant and accessible to all participants regardless of race, ethnicity, sexual orientation, gender identification, religion, socioeconomic status, education or disability.

Submit resume and cover letter to: Jeff Inouye, Ski Program Director, jeff@boec.org