



Job Title: Adaptive Ski and Snowboard Program Office Coordinator
Reports to: Ski Program Director
Job Status: Seasonal Full Time, October through April

About Us

The Breckenridge Outdoor Education Center (BOEC), established in 1976 in Breckenridge, Colorado, is a 501(c)(3) non-profit organization dedicated to expanding the potential of individuals with disabilities and special needs through impactful, educational, and inspiring outdoor experiences. For almost 50 years, BOEC has offered outdoor recreational opportunities, led by highly trained professional staff and supported by over 300 dedicated volunteers. Participants from around the world engage in BOEC's Adaptive Ski and Snowboard Program, Wilderness Program, and Internship Program. Operating primarily in Breckenridge, Colorado, BOEC serves over 2,500 participants annually, including adults and children with physical and cognitive disabilities, sensory differences, veterans and their families, and other historically underserved populations.

Position Summary

The Office Coordinator is a key member of the team, responsible for overseeing administrative and operational tasks and supporting program coordination. The Office Coordinator works closely with the Ski Program Director and other members of the team to ensure quality programming for the BOEC Adaptive Ski & Snowboard Program participants. The office coordinator 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:

Administration

- Oversee daily office operations, including assisting Program Director and Assistant Program Director with lesson assignments, supervision of office interns and general office duties.
- Track ski office data for accounting purposes, including tickets, retail inventory, lesson types, locations and days, rentals, and scholarship information.
- Responsible for processing all reservations and managing flow of accurate information and paperwork to and from the administration office.
- Handle financial transactions, including cash, credit card, and check payments for lessons, advance reservations, donations, retail sales, and management of petty cash.
- Work with Program Director, Assistant Program Director, Volunteer Coordinator and program supervisor to ensure quality staff and volunteer coordination and scheduling of staff meetings.
- Assist Ski Program Director with group correspondence, managing group contracts and scholarships, and other tasks as needed.
- Oversee data entry of the database including management of all tables, queries, and reports.
- Works with the Wilderness Program and Course Directors in coordinating groups involved with the Adaptive Ski & Snowboard Program.

Training and Development

- Responsible for intern training with regards to administration of the ski office. Training includes but is not limited to: reservation procedures, office intern duties, phone/office protocol, general ski office responsibilities, and training in usage of Salesforce database.
- Assists Volunteer Coordinator as needed with implementation of volunteer handbook, outreach to new volunteers, and ensures continuing quality of program for existing volunteers.

Special Events

- Assist Ski Program Director, Event Coordinator, and Volunteer Coordinator with special events related to the BOEC or Adaptive Ski Program as needed.

Qualifications, Skills, and Attributes

- Proven ability to work in a fast paced, often distraction filled environment.
- Strong organizational and multitasking skills with strong attention to detail and a commitment to accuracy.
- Computer literate with knowledge of Windows programs, Adobe, Google platforms and the ability to learn the BOEC Salesforce database.
- Strong problem-solving 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 oral communication skills.

Position Information and Benefits:

- This is a full-time, seasonal exempt position with the following benefits: generous paid time off (PTO) policy, employee assistance program, employee professional development opportunities, equipment stipend, pro-purchase program and employee ski pass.
- Coordinator level annual salary range starts at \$42,000 DOE. Salary will be prorated for seasonal position.
- This position will be based out of our BOEC Adaptive Ski and Snowboard Program office located at the base of Peak 9 in Breckenridge.
- 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 may require occasional lifting or physical effort. Specific vision abilities required by this job 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