



**Job Title:** Adaptive Ski and Snowboard Program Supervisor – Keystone Adaptive Center

**Reports to:** Assistant 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 Ski Program Supervisor works closely with the Ski Program Director, Assistant Director and Keystone Program Coordinator 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 Ski Program Supervisor 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 Operations**

- Works with the Assistant Director on daily supervision of ski instructors, interns, and volunteers at ski program office.
- Supports on-hill supervision of adaptive ski lessons, staff, interns, and volunteers along with the Assistant Director.
- Assists with general ski office duties as needed including answering phones, taking reservations, assisting with financial transactions (POS systems), and daily usage of Salesforce database.
- Works with Wilderness Program, Course Directors, and the Keystone Program Coordinator in coordinating groups involved with the Adaptive Ski Program.
- Assist Volunteer Coordinator and Ski Program Director with any special events related to the BOEC or the adaptive ski program as needed.

#### **Equipment Management**

- Serves as Equipment Room Manager, working directly with Program Director on ordering and maintenance of adaptive ski equipment at the Breckenridge and Keystone facilities.
- Works with Ski Program Assistant Director on training of staff and interns on adaptive ski and snowboard equipment and equipment room policies and procedures.
- Responsible for general maintenance and upkeep of adaptive ski equipment throughout the season at Breckenridge and Keystone.
- Responsible for using Salesforce database for tracking usage and maintenance requests for adaptive ski equipment.

### **Training and Development**

- Works with Program Director and Assistant Program Director in training and teaching adaptive ski techniques to staff and interns. This includes early season training as well as continuing education throughout the ski season.
- Under the direction of Asst Ski Program Director supervises instructors including early season skills assessment and ongoing assessment during season, utilizing the BOEC Skills Assessment Matrix.
- Works with the Volunteer Coordinator and Assistant Program Director in coordinating and teaching early season volunteer clinics.
- Assists Volunteer Coordinator with arranging mid-season continuing education clinics for volunteers.
- Works with Intern Coordinator on overseeing mentor program for interns.
- Responsible for updating and organizing of ski program training and reference materials.
- Conducts training for staff and interns on process for checking out equipment and entering maintenance request through Salesforce database.

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

- Current PSIA Adaptive Level II or ability to complete within first year of employment.
- Prior Adaptive Ski Teaching experience.
- 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.
- Strong organizational skills and attention to detail.
- Accurate English written and verbal communication 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.

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

- This is a full-time, seasonal exempt position with the following benefits: employee paid time off (PTO) policy, employee assistance program, employee professional development opportunities, equipment stipend, pro-purchase program and employee ski pass.
- The annual salary range begins at \$42,000 DOE. Salary will be prorated for seasonal position.
- 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, located at the Keystone Adaptive Center, 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](mailto:jeff@boec.org)