



Job Title: Keystone Adaptive Center 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 Keystone Adaptive Center (KAC) Coordinator plays an important role within the BOEC Adaptive Ski and Snowboard program overseeing general operations of the Keystone Adaptive Center to ensure the effective operation of the Keystone ski program. The KAC 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:

Program Management

- Responsible for daily scheduling of instructors, interns, and volunteers to individual and group lessons for the KAC with support from the Ski Program Director and Assistant Ski Program Director.
- Serves as the primary liaison with Keystone Resort management and staff as well as the local community.
- Schedule and lead training clinics for Keystone Resort staff on lift procedures for adaptive skiers and lift evacuation procedures for Ski Patrol.
- Work with Ski Program Director to conduct outreach/marketing activities to increase group and individual lessons at Keystone.
- Works with Wilderness Program staff and Course Directors in coordinating wilderness groups involved with the Keystone Program.
- Responsible for general office duties including answering phones, taking reservations, assisting with financial transactions, and daily usage of Salesforce database.
- Attend ski program management staff meetings and BOEC staff meetings.

Operations

- On-site supervision of ski instructors, interns and volunteer instructors at KAC office.
- Responsible for on-hill supervision of adaptive ski lessons; instructs lessons as needed.
- Assists Program Supervisor with maintenance and upkeep of adaptive ski equipment for KAC.
- Is responsible for direct contact with Keystone ski groups to confirm skier numbers, special needs, etc.

- Responsible for on-site safety and risk management, including tracking and reporting of all incidents occurring at Keystone Resort.

Training and Development

- Works with Ski Program Assistant Director 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.
- Assists in coordinating mid-season continuing education clinics for volunteers at Keystone Resort.
- Works with Volunteer Coordinator to grow and train volunteer pool for the KAC.

Special Events

- Assists Volunteer Coordinator, Event Coordinator, and Ski Program Director with any special events related to the BOEC or the Adaptive Ski Program as needed.
- Assists Development/Marketing department with any special event/fundraising activities at Keystone.

Qualifications, Skills, and Attributes

- Current PSIA Adaptive Level II or ability to complete within first year of employment.
- Strong skiing or snowboarding skills.
- Prior adaptive ski teaching experience required.
- 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.
- Knowledge of adaptive ski equipment and basic mechanical skills.
- Computer literate with knowledge of Windows, Excel, Google platforms and the ability to learn the BOEC Salesforce database.
- 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.
- Keystone Adaptive Center Coordinator 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 Keystone ski office with occasional time spent at the Breckenridge 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 skill 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