



Breckenridge Outdoor Education Center

Title: Training Coordinator

Reports to: Wilderness Program Director

Time Frame: Approximately March – October: 8-month position

Job Summary

The Wilderness Training Coordinator at the Breckenridge Outdoor Education Center (BOEC) is a pivotal leadership role, integral to training the professional field staff. This position is responsible for coordinating the training and professional development of BOEC field staff and interns to continue the support of the organization's mission and goals.

It offers a unique opportunity for a passionate individual to harness their expertise in training, facilitation, continuing education, professional development, leadership, and communication to drive BOEC's mission forward. As a key member of our team, the Training Coordinator will play an essential part in ensuring the long-term sustainability and success of our programs, making a tangible impact on both the organization and the diverse communities we serve.

Responsibilities Include:

Staff Training and Development

- **Plan, coordinate, and implement first-year staff orientation** – Design and lead training sessions for new and returning staff to the organization including adaptive outdoor programming, review of policies & procedures and safety protocols.
- **Plan, coordinate, and implement in-house staff training** – Organize and lead ongoing training workshops covering outdoor technical skills, adaptive recreation techniques, risk management, review of policies & procedures and inclusion strategies.
- **Collaborate with the Intern Coordinator to deliver intern training** – Work with the Intern Program Coordinator to develop and facilitate training schedules for summer interns.
- **Manage the training program Google Calendar** – Maintain an organized calendar for all training events, skill checkoffs, and certification deadlines.
- **Identify skill gaps within individuals and across staff training** – Assess staff training needs and identify areas where additional training or professional development would be beneficial.
- **Develop continued training opportunities throughout the season** – Plan workshops, mentoring sessions, and hands-on learning opportunities to support ongoing staff development.
- **Schedule internal technical skill check-offs** – Organize evaluation sessions where staff demonstrate proficiency in outdoor skills, adaptive techniques, and program safety requirements.
- **Maintain BOEC Skills Matrix checkoffs within Salesforce** – Track staff certifications, endorsements, and skill development in the organization's Salesforce database and ensure staff remain up to date with required qualifications & certifications.
- **Work closely with the BOEC Volunteer Coordinator** – Support volunteer training and provide opportunities for skill-building within the adaptive outdoor program.
- **Encourage staff and interns to build their outdoor resumes** – Support employees in gaining additional experience, certifications, and professional development in the outdoor adaptive industry.
- **Establish a staff recognition/achievement program** – Develop initiatives to celebrate staff achievements and contributions to the Wilderness Program.

Program Assistance

- **Provide input to the Wilderness Program Director on program-related issues** – Contribute to discussions regarding program improvements, training needs, and operational challenges.

- **Work as a site manager, field technician, course director, or instructor as needed** – Step into direct program roles when additional leadership or technical expertise is required.
- **Refine course content and curriculum** – Continuously improve training materials, lesson plans, and hands-on instruction based on staff needs and industry best practices.
- **Assist in reconnaissance and curriculum development for Wilderness programs** – Research, test, and refine training and curriculum for both existing and new adaptive outdoor experiences.
- **Assist with special events as needed** – Support fundraisers, community outreach events, and other initiatives that promote the Wilderness Program.
- **Be on-call one week per month** – Scheduled in advance, remain available via phone to provide guidance, answer staff questions, and support field operations as needed during scheduled on-call weeks.

Supervisory

- **Assist in supervising day-to-day program operations** – Help oversee logistics, training schedules, and staff coordination at the program level.
- **Support staffing decisions and placement** – Work with the Wilderness Office to assess staffing needs and ensure employees are matched to roles where they are most qualified and prepared.
- **Provide direct observation and feedback to Course Directors and interns** – Monitor staff performance in the field and offer coaching and professional development recommendations.
- **Assist with mid-season and end-of-season employee evaluations** – Work with the Program Director and Program Coordinator to assess staff performance, provide feedback, and document development goals or improvements to be made.
- **Address performance, behavior, and safety concerns** – Identify and escalate any staff issues to the Program Director, Program Coordinator, or HR for immediate resolution.

Qualifications

- **Experience in Outdoor Staff Training & Development** – Proven ability to design, coordinate, and implement training programs for guides, instructors, and program staff in adaptive outdoor recreation.
- **Knowledge of Disability Awareness & Inclusion Practices** – Understanding of best practices for working with individuals with physical, cognitive, and developmental disabilities in outdoor settings.
- **Supervisory & Leadership Experience** – Experience mentoring and evaluating staff, providing professional development opportunities, and fostering an inclusive learning environment.
- **Adaptive Outdoor Skills & Techniques** – Familiarity with adaptive equipment and techniques for activities such as hiking, rafting, climbing, cycling, etc.
- **Risk Management & Safety Training** – Strong background in outdoor risk assessment, emergency response, and disability-specific safety considerations.
- **Communication & Facilitation Skills** – Ability to lead engaging and accessible training sessions, provide constructive feedback, and adapt teaching methods for diverse learning styles.
- **Program Development & Curriculum Planning** – Experience creating and refining staff training materials, skill checkoffs, and continued education programs.
- **Technology & Documentation Skills** – Proficiency in Google Workspace (Docs, Sheets, Calendar) for scheduling training, tracking certifications, and managing skill progressions.
- **Commitment to Mission:** Familiarity with and passion for the BOEC's mission, including knowledge of disabilities and adaptive recreation.
- **First Aid & CPR Certification** – Wilderness First Responder (WFR) or equivalent certification required.

Preferred Qualifications

- **Bachelor's Degree in Outdoor Education, Therapeutic Recreation, or Related Field** – Formal education in adaptive recreation, outdoor leadership, or training development.
- **Experience with Adaptive Sports & Outdoor Recreation** – Background in leading outdoor experiences for people with disabilities, using specialized equipment and techniques.

- **Advanced Certifications** – Additional certifications in areas such as AMGA, ACA, Swiftwater Rescue, Adaptive Climbing, Sit-Ski Instruction, or Leave No Trace Trainer.

Physical Requirements and Pre-employment Requirements

- This position may require lifting of up to 50lbs and physical effort. Specific vision abilities required by this role may include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.
- Provide a valid driver's license, pass a motor vehicle background screening and ability and willingness to drive a 15-passenger van.
- Pass a criminal background screening.
- Complete Sport Protection training class.

Position Information and Benefits:

- This is an 8-month, approximately March through October, full-time salaried exempt position with the following benefits: paid time off, pro-purchase program, gear stipend, educational scholarship reimbursement opportunities, employee EAP program, and internal training opportunities.
- Possible temporary employee housing available.
- The salary range for this eight-month position is \$3,800-\$4,200 a month, DOE.
- This position is located at the BOEC Wilderness Campus in Breckenridge, CO. Field work can be at any of our program areas throughout Colorado and Utah.
- Typical schedule is 9:00am to 5:00pm, M-F with weekend and/or evening involvement in programs as needed as well as special events as assigned.

Job duties above are not an exhaustive list of responsibilities, duties, and skills required for this position. Additional tasks may be 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.

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.

Please send a cover letter and resume to Jaime Overmyer, Wilderness Program Director. jaime@boec.org