



AT ELDORA

Position Description

PROGRAM MANAGER

Paradox Sports & Ignite Adaptive Sports

The mission of Ignite Adaptive Sports is “to provide integrated recreational opportunities for people with disabilities that will foster independence through the acquisition of lifetime skills”

The mission of Paradox Sports is “Revolutionizing lives through adaptive climbing opportunities that defy convention”

The shared vision is to provide world class climbing and snowsports for people living with disabilities.

THE OPPORTUNITY:

This is a unique opportunity to oversee two robust programs; adaptive climbing with Paradox Sports - a nation-wide, Boulder-based organization, and adaptive winter sports with Ignite Adaptive Sports - which provides snowsports for people with disabilities at Eldora Mountain Resort, in Nederland, Colorado. The person who fills this position will help to connect the two programs so that people living with disabilities are aware of and have easy access to year-round sports. We encourage you to bring your adaptive skills and your imagination to help us grow and have greater mission impact!

The Program Manager is responsible for providing professional recreational programming and facility coordination services for a two-non-profit organization providing snowsports and climbing programs to individuals with physical disabilities.

This position requires effective communication skills, flexibility, and the ability to work with a variety of people.

RESPONSIBILITIES INCLUDE:

- Planning, organizing, scheduling, coordinating, and implementing recreational and competitive opportunities; including adaptive climbing club (evenings 6pm-8pm) 2/mo.
- Recruiting, training, supervising volunteer staff and contracted staff, to implement the adaptive programs;
- Working with the marketing staff to prepare promotional program information for distribution;
- Monitoring a budget for adaptive programs;
- Preparing program evaluations and other related reports;
- Supporting the equipment manager to maintain equipment inventory;
- Deliver Adaptive Training Initiative courses as determined by Director of Programs.
- Participating in outreach to local, state and national organizations related to the adaptive field;
- Work with client services and outreach coordinator to ensure the organizing and maintaining registration records for participants in the adaptive programs, community contacts database and volunteer database.

DISTINGUISHING FEATURES: The Program Manager for these two organizations must be an intermediate skier and or snowboarder and have or be able to obtain their PSIA certification.

An employee at this level is required to exercise initiative and independent judgment. Supervision is received from the respective agencies Executive Director, who reviews work through observation, conferences, reports, and results achieved.

The Program Manager may be required to work evenings, weekends, and holidays to accommodate recreation program activities.

Knowledge, Skills, and Abilities: Preference will be given to candidates who exhibit the following knowledge, skills and abilities: experience working with people with physical and cognitive disabilities in a sports setting; knowledge of adaptive opportunities and equipment available for people with physical disabilities (particular in snowsports and climbing); excellent public relations skills; strong oral and written communications skills; planning, organizational, leadership, and problem solving skills; ability to exercise independent judgment and take initiative; computer skills; exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff and general public. As well as demonstrate proficiency with climbing and skiing technical skills.

QUALIFICATIONS:

Minimum Qualification(s) Required: Graduation from an accredited college or university with a Bachelor's Degree. Experience performing adaptive recreation programming job duties is required. Cardiopulmonary Resuscitation (CPR) and First Aid certification is required by the first date of employment.

Special Requirement(s): Must possess a valid Drivers' License by hire date.

About the two organizations:

Paradox Sports: Paradox Sports was incorporated as a 501(c)3 non-profit organization in June 2008. Since then, Paradox Sports has been a place to connect, push your limits, and change beliefs about what's possible with a disability. Over the years Paradox Sports has change and grown but at the core, the unwavering dedication to living fully and in the moment has always remained.

Ignite Adaptive Sports: Established in 1975, Ignite Adaptive Sports is the second oldest adaptive program in Colorado. A small group of passionate people saw an opportunity to enhance the lives of individuals living with disabilities by providing access to Colorado's great winter sport of skiing. 2018; 100% of our lessons are still provided by volunteers. In our most recent season, 215 volunteers provided almost 1300 lesson to 375 students. Our season runs Jan 1 – March 31 Thursday, Friday, Sat, and Sunday. The program manager will be expected to be on the Mountain daily; with exceptions make with the approval of the ED and Snowsports Director.

This position is a full-time that will be shared between two (2) Boulder based nonprofits.

Salary: 35k-55k DOE + Flexible Schedule and PTO.

TO APPLY:

Please email a cover letter explaining your qualifications/interest and a resume to:

employment@paradoxsports.org

Thank you for your interest!