



JOB DESCRIPTION

Job Title:	Office Manager
Location:	Winter Park, CO and some required business in Denver, CO
Department:	Operations
Reports to:	Operations and Communications Director
Supervises:	N/A
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Classification:	<input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

About the NSCD

We are Colorado's most comprehensive provider of adaptive outdoor experiences. We offer more programs, in more places, in more ways that change lives. The National Sports Center for the Disabled is a leading provider of adaptive outdoor recreation experiences committed to helping individuals with disabilities, their caregivers and the broader community rethink ability. Through the power of adaptive innovation, recreation and Colorado's great outdoors, we are transforming lives, families and communities and creating a world that celebrates each person's abilities.

Our exhilarating adaptive outdoor experiences help participants make the very most of their passion, their talents and their aspirations. They discover a renewed sense of confidence, reignite the pure joy of play, and find motivation to try new things, meet new people and believe in their own abilities. With industry-leading adaptive equipment, renowned coaches, instructors and volunteers and unmatched mountain and metro programs, we change the perceptions of athletes of all levels and help them, and the world, [#RethinkAbility](#).

Position Overview

The Office Manager assists the NSCD Directors with various aspects of organization operations. The Office Manager also supports the Customer Service team in day to day operations.

Job Duties

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

- Manage petty cash process (check requests and receipts) documentation and tracking.
- Assist Human Resources (HR) with personnel administration at the Winter Park location, as needed.
- Support the Operations Director regarding document maintenance for NSCD vehicles and equipment.
- Manage Worker's Compensation for NSCD staff to include online form processing, supervisor notification and claims facilitation, fulfillment and closure. Confirms with HR that appropriate documents have been processed.
- Oversee office administration to include ordering office supplies, office equipment maintenance, agency phone directory, parking permit processes, uniform check in/out, Winter Park Resort calendar requests and check-out and return of photo, audio and presentation equipment and training tools.
- RTP administrator for employee, dependents, volunteers and Board of Trustees season pass, including real deals and mountain money process.
- Provide administrative support for special groups/events as requested by Operations Director.
- Assist Customer Service team for office coverage and phone support.
- Assist participants/care givers with online reservation inquiries with expertise in online reservation process.
- Provide coverage for the NSCD Lesson Desk 1-2 days per week (and job functions specific to the lesson desk).
- Assist with projects related to programming data and statistics.
- Attend organizational meetings and trainings.

Professional Performance

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Perform all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive, and appropriate environment through communication and interaction that demonstrates respect for diversity.

Other duties may be assigned

Qualifications

- Minimum two years office management.
- High School Diploma or GED.
- Must be computer proficient and possess experience of Microsoft Office Suite and able to learn new software as needed.
- Excellent written and verbal communication skills including writing and report development.
- Ability to implement agency vision, mission, values and strategic plan.
- Ability to handle multiple tasks and to assess and change priorities based upon agency needs.
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders.
- Ability to maintain consistent exercise of discretion and confidentiality in the performance of duties.
- Ability to work with a high degree of autonomy, initiative and exercise personal judgment in a fast-paced environment with a strong sense of humor and integrity.
- Superior skills to organize, plan, and execute the full scope of required programs.
- Knowledge of disabilities and of adaptive recreation and equipment is desirable.
- Candidates must possess a Colorado driver’s license, meet background check criteria and criteria regarding clearance to drive NSCD vehicles.

Work Schedule

This is a full time, year-round position. The work schedule varies based on seasonal programming needs, generally from 8:00 am – 5:00 pm. This position will require weekends and/or evenings supporting the programming needs of the agency.

Salary

The hourly pay rate range for this position is \$17.00. Actual salaries will vary and may be above or below the range based on various factors including but not limited to experience, education, training, and performance.

NSCD provides a comprehensive benefits plan including employer sponsored medical and dental benefits, employer paid life insurance and disability benefits, paid vacation, paid sick leave, paid holidays and employees may participate in the 403b retirement plan. Benefit eligibility varies depending on your employment status and the number of hours you are regularly scheduled to work.

Physical Requirements

- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations, meetings and events.
- Able to lift 25 lbs. with minimal assistance.
- Able to work outside year-round in varying conditions.
- Able to successfully manage multiple, high priority tasks in a fast-paced environment.

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

Employee Signature

Date

Equal Employment Opportunity (EEO) Policy

The NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law. The NSCD will consider providing reasonable workplace accommodations if needed.