



JOB DESCRIPTION

Job Title:	Denver Program Director
Location:	Denver, CO and some required business in Winter Park Resort, Winter Park CO
Department:	Metro Program
Reports to:	President/CEO
Supervises:	Denver Program Supervisors, Instructors, and Interns
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" 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 Denver Program Director is responsible for the development, operation and sales of year-round programs based in the Denver Metro area and Front Range. This position is an integral part of developing and cultivating relationships to form strong industry alliances, partnerships and opportunities. A fundamental duty of this position is the realignment of Denver programs with new brand focus and the creation of a sustainable program plan. They must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace with both attention to detail and global picture of the organization. The Denver Program Director will collaborate with all Directors/staff to share resources, develop, schedules and implement programming.

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.

Program Development and Delivery

- Identify growth opportunities in the Metro area for delivery and expansion of the NSCD programming.
- Identify agencies and organizations to build alliances with for sustainable programming.
- Identify connection and marketing opportunities to reach individual participants interested in AOR programs.

- Develop custom proposals and presentations for target audiences. Promote programming through collaborative efforts with participating agencies.
- Create and plan programming tailored to client requests and agency needs.
- Actively participate with the NSCD's fundraising efforts.
- Develop and implement operational plans and follow-up information for necessary licenses, permits, grants, etc.
- Keep and monitor daily/current records including but not limited to program budget and accounting administration, program attendance tracking, employee timesheets, scheduling, employee performance management, documentation with partner agencies, etc.
- Document and evaluate program benefits as well as participant impact.
- Implement, monitor, and enforce safety standards established by NSCD policies and procedures.
- Supervise and participate in program operation including coordinating equipment, vehicles/transportation, facility and activity schedules, scheduling instructors for daily and long-term assignments, and providing direct instruction as needed.
- Support and oversee training and development for staff, interns, and volunteers.
- Proactively work with Director of Operations to support the Operations team in providing excellent and responsive program delivery, including, but not limited to: oversight and input on program lesson availability, participant appropriateness evaluation for program participation, ensuring proper equipment for specific participant needs, and other daily support as needed.

Administration

- Assist the CEO and Director of Finance in the development of the annual budget ensuring that the budget is aligned with the overall program plans for the NSCD.
- Monitor program budgets closely, control and approve expenditures in keeping with approved budget and ensure that program financial performance is in keeping with the plan.
- Ensure accurate customer service and inventory database management and timely customer correspondence.
- Measure and analyze results of program initiatives to ensure goals are accomplished and optimized on an ongoing basis; provide regular accountability reports.
- Serve on the Leadership Team as an active and contributing member supporting the organization's mission, vision, values, strategic goals and objectives; formulating policies; guiding and leading the change process; and evaluating organizational effectiveness as an organizational leader.
- Participate in Leadership Team meetings in order to coordinate program activities with other departments, assist with overall agency goals, and be mindful of the agency's mission and vision.
- Ensure that the CEO and Board are kept fully informed on the condition of the organization and all-important factors influencing it in a timely manner.
- Remain up-to-date on nonprofit best practices and state/federal law and regulations regarding nonprofit financial and administrative operations.

Supervision

- Effectively supervise and manage direct reports and provide, by example and leadership, motivation, and direction to employees of the organization.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable state and federal employment laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and rewarding employees; corrective disciplinary procedures and practices under direction of the President/CEO, addressing complaints and resolving problems.
- Conduct annual employee performance reviews in a timely and effective manner. Evaluate performance of employees for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Set the tone of the department to ensure morale, teamwork, and that the positive employment culture of the organization is maintained.

- Regularly schedule leadership/management, department, and staff 1:1 meeting to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.
- Manage operating budget and report on variances.

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

- Bachelor’s degree in outdoor recreation/outdoor education, special education, physical education, recreational therapy, or related field.
- Five years supervisory experience with strong mentoring and coaching skills.
- Five years experience managing a program or department including: budgeting and monthly financial reporting, scheduling, grant reporting, outreach and sales, program data analysis and other business details.
- Current First Aid and CPR
- Advanced ability in outdoor sports appropriate to NSCD and outdoor guide background a plus.
- Certification in outdoor sport appropriate to the NSCD and scope of program a plus, such as: Swift Water Rescue, ACA Instructor, BLM River Guide, AMGA, WFR, EMT/WEMT, USA Archery and/or Shooting, CTRS, etc.
- 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 meet criteria regarding clearance to drive company vehicles including 15 passenger vans and vehicles with large towing capacity, snowmobiles, surface and aerial lifts, as required by specific job duties.

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 salary range for this position is \$70,000 – \$80,000. 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 and events.
- Physically able to assist guests, students, or clients and manipulate adaptive equipment.
- 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, understand, and can accomplish the scope of work outlined in this job description.

Employee Signature

Date

Equal Employment Opportunity (EEO) Policy

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. NSCD will consider providing reasonable workplace accommodations if needed.