



JOB DESCRIPTION

Job Title:	Equipment and Facilities Coordinator
Location:	Winter Park, CO and some required business in Denver, CO
Department:	Operations
Reports to:	Equipment Shop and Facilities Supervisor
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 Equipment and Facilities Coordinator is responsible for equipment maintenance, setting and distributing equipment for program participants and their families. They perform participant assessment and determines appropriate adaptive equipment needs. The Equipment and Facilities Coordinator provides customer service concerning equipment needs for all 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.

- Oversee equipment shop in the absence of the supervisor.
- Maintain master inventory database and assist in annual inventory check.
- Coordinate and set all required equipment for group and individual lessons for all programs based on participant assessments and maintain daily records.
- Tailor and modify adaptive equipment as needed.
- Inspect, maintain, and repair all equipment, vehicles and trailers for NSCD programs as specified by manufacturers.
- Provide routine and annual maintenance support for on- and off-site equipment and vehicles and trailers.
- Provide technical support on equipment and vehicles to instructors and participants.
- Assist supervisor in training equipment room staff and volunteers.
- Instruct individual or group lessons using appropriate teaching progressions and exercises in programs where qualified and as needed.

- Assist in the maintenance of all facilities at Winter Park and Denver offices and off-site locations including, but not limited to, Jim Creek campground and trail system, therapeutic horseback riding center facilities, river trailer, leg shack (seasonal placement and removal).
- Attend all required NSCD training sessions and meets standards to pass training.
- Consistently follow safety procedures and utilize appropriate safety equipment.
- Create and maintain a friendly, congenial and helpful attitude while effectively dealing with guests and other employees.

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.
- Performs 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

- High School Diploma or GED.
- Current binding certifications.
- Experience and expertise in using the following (but not limited to) equipment: drills, mounting jigs, heat gun, wax, wax iron, files, miscellaneous hand tools, P-tex gun, pipe cutters, belt sander, waxer, edger, etc. and hand tools such as hammers, files, screwdrivers, dykes, etc.
- At least one year ski shop or ski technician experience.
- Commercial raft guide experience.
- First aid certified, WFR, EMT/WEMT and/or Swift Water Rescue preferred.
- 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.

Physical Requirements

- Able to work a majority of the time outside at high altitude in varying conditions including uneven and slick terrain, and unpredictable weather and situations.
- Physically able to assist participants with adaptive equipment, position adjustments, transfers and movement during activities.

- Able to lift minimum of 75 lbs. with assistance.
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, students, clients and staff on a daily basis.
- Able to successfully manage multiple, high priority tasks in a fast-paced and often times crowded and noisy environment.

Work Schedule

This is a part time, 30 hour per week, 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 for this position is \$19.00-\$22.00 per hour. Actual salaries will vary and may be above the range based on various factors including but not limited to experience, education, training, credentials 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.

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

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.