



## JOB DESCRIPTION

<b>Job Title:</b>	Specialist- Equipment and Facilities
<b>Location:</b>	Winter Park, CO
<b>Department:</b>	Operations and Communications
<b>Reports to:</b>	Supervisor-Equipment and Facilities
<b>Supervises:</b>	N/A
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Classification:</b>	<input type="checkbox"/> Year Round <input checked="" 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 Specialist supports the equipment and facilities team by providing excellent client service regarding equipment needs. Assists in setting, distributing and maintaining equipment for clients. Supports staff with student assessments and assists in determining adaptive equipment needs. Tunes, repairs and tests adaptive equipment. Drives and maintains snowmobiles and other vehicles as needed.

### **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.*

- Assists in performing physical evaluation for equipment fitting, selection of appropriate equipment and makes appropriate adaptations to equipment.
- Set-up adaptive equipment for group and individual lessons.
- Assembles, inspects, maintains and modifies equipment for programs.
- Operate equipment including, but not limited to, waxer, wet belt sander, edger, drill press, computer, mounting jigs, bench grinder and other shop tools.
- Completes appropriate documentation and record keeping required by the NSCD and manufacturers.
- Keeps daily participant records current. (i.e. levels of ability and equipment usage).
- Follows safety procedures and attends safety meetings when requested.

- Performs periodic hands-on checks and maintenance to provide technical support to staff and clients.
- Maintains a friendly, congenial and helpful attitude towards guests, volunteers 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.
- 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**

- Ski/snowboard rental shop experience with a background in mechanics and tools required.
- Boot fitting knowledge, including canting and foot bed construction.
- High School diploma or GED.
- Must be computer proficient and possess experience in Microsoft Office Suite.
- Ability to handle multiple tasks and assess and change priorities based upon agency needs.
- Strategic thinker who communicates professionally and effectively with diverse staff, participants, volunteers, donors, prospects, and community stakeholders.
- Ability to work with a high degree of autonomy, and 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.
- Ability to implement agency vision, mission, values, and strategic plan.
- Candidates must meet background check criteria and criteria regarding clearance to drive NSCD vehicles.
- Must be computer proficient and possess experience in Microsoft Office Suite and be 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 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 the consistent exercise of discretion and confidentiality in the performance of duties.
- Ability to work with a high degree of autonomy, and 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 valid 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 (30-35 hours per week), seasonal position.

The work varies based on seasonal programming needs. 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 - \$18.00 per hour. 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 seasonal employees paid sick leave and employees may participate in the 403b retirement plan.

**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 recreation equipment, position adjustments, transfers, and movement during activities.
- Able to lift a 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 on a daily basis.
- Able to successfully manage multiple, high priority tasks in a fast-paced and often times crowded and noisy 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.