JOB DESCRIPTION

Job Title: Recreational Programs Director

Location: Denver and Winter Park, CO

Department: Programs

Reports to: President/CEO

Supervises: Denver Program Manager, Winter Park Program Manager, Volunteer Services Manager

FLSA Status: ☑ Non-Exempt ☒ Exempt

Classification: ☐ Year Round ☒ Seasonal ☑ Full Time ☐ 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 Recreational Programs Director is responsible for the development, operation and sales of year-round programs based in the Front Range, Winter Park and Grand County areas. 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 alignment of recreational programs with the brand focus and the creation and implementation of sustainable program plans. The Director 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 Recreational Programs 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 Front Range, Winter Park and Grand County areas for delivery and expansion of the NSCD recreational programming.
• Identify agencies and organizations to build alliances with for sustainable programming, including but not limited to University contacts to expand internship recruiting opportunities.
• Actively find opportunities to provide outreach with other disability organizations to increase our reach with individuals with disabilities.
• Actively participate in the NSCD’s fundraising efforts.
• Responsible for the development, analysis, and oversight of all recreational programs to ensure they are meeting budget financial and participant numbers. Stay on top of industry standards and trends in the AOR industry.
• Work with the Development Director to ensure that all program grants are being fulfilled appropriately.
• Work with Program Managers to set pricing for all Recreational Programs. Oversee program operations including program equipment, staffing, intern and volunteer recruitment.
• Proactively work with Program Managers to support program teams in providing safe, impactful programs that meet the needs of the disability community.
• Proactively work with the Equipment and Facilities Manager to ensure program equipment and vehicles meet programming needs and are maintained and meet safety standards.
• Proactively work with the Volunteer Manager to ensure we have sufficient numbers of trained volunteers to meet program needs.
• Provide leadership and oversee all aspects of Safety and Risk management for programs at NSCD including, but not limited to, the development and implementation of safety and risk management materials and processes, safety committee leadership, and incident investigation and resolution.

**Administration**
• Assist the CEO and Director of Finance/HR 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. Report on budget variances.
• 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

**Leadership & 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.
• Create and maintain a mission driven culture which attracts, keeps, and motivates a diverse staff of high-quality individuals. Provide regular management and leadership of the recreational program department to ensure coordination and collaboration in meeting organization and individual goals.
• Maintain leadership role in the adaptive recreation field locally and nationally.

**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**
• High School diploma or equivalent required. Bachelor’s degree in outdoor recreation/outdoor education, special education, physical education, recreational therapy, or related field preferred.
• 3-5 years Leadership experience in delivery of recreational or related programs required.
• 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 required within one month of hire.
• Advanced ability in outdoor sports appropriate to NSCD preferred.
• Certification in outdoor sport(s) appropriate to the NSCD and scope of program strongly preferred. Some certifications pertinent to the job role will need to be attained within the first year of hiring. Determination of certifications needed will be made by your direct supervisor.
• 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 can work in Winter Park or Denver with opportunities for partial remote. Frequent travel between the two locations will be required. This position will require some weekends and/or evenings supporting the programming needs of the Agency.

Salary
The salary range for this position is $90,000 - $95,000. 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, unlimited vacation policy, 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.