

Job Title:	Coordinator – Metro Programs
Location:	Mile High Stadium, Denver, CO
Reports to:	Supervisor – Metro Programs
Supervises:	Interns, Volunteers
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Classification:	Full time or Part Time

About the NSCD:

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,100 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of year-round sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

Position Overview:

The Metro Programs Coordinator oversees metro based programs including daily activities, multi day camps and offsite programs. This position supervises interns, volunteers and instructors assigned to programs and requires flexibility regarding days and hours of work based on programming needs. The coordinator maintains student and group records, reports program statistics, assigns volunteer instructors to students and mentors volunteers. The Metro Program Coordinator directly teaches adaptive sports and therapeutic recreation lessons to individuals with disabilities and assesses and determines usage of adaptive equipment and may also teach instructor and volunteer training clinics. Program locations are determined by activity schedule.

Job Duties:

Program Coordination

- Develop content for and leads participant programming for metro sports and activities, including but not limited to team sports, NSCD Moves! activity course, lake and river paddle sports, hiking, biking, rock and wall climbing.
- Independent decisions about cancelling/changing programs during camps based on weather, client behaviors, client desires and staff allocation.
- Instruct individual or group lessons using appropriate teaching progressions and exercises.
- Implement and evaluate participant improvement; documents participant progress and maintains accurate records; sets goals and makes recommendations for future lessons.
- Determine and modifies adaptive equipment.
- Support overnight camping trips and multi-day camps.
- Coordinate venue locations for programming.
- Coordinate scheduling of events/activities/programs.

Data Management:

- Prepare administrative documents for programs.
- Maintain client records, enrollments and rosters.
- Compile client attendance and progress reports.

Collaborative Efforts:

- Research potential client sources, works collaboratively with team and marketing staff to expand client base.
- Create and collaborate on distribution lists specific to target audiences.
- Identify agencies and maintain contacts to increase database for program development.

- Promote programming through collaborative efforts with participating agencies.

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/intern performance reviews in a timely and effective manner. Evaluate performance of employees/interns for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Set the tone of the department to ensure morale, team work, and that the positive employment culture of the organization is maintained.
- Regularly schedule leadership/management, department, and staff 1:1 meetings to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.

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.
- 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 environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences.

Other duties may be assigned

Education and Experience:

- High School Diploma or equivalent required.
- Current CPR and Advanced First Aid required within a month of job offer required.
- Ability to swim in moving water required.
- College degree, pursuit of degree or relevant experience in Therapeutic Recreation, Special Education, Physical Education, Health Services or related field preferred.
- One-year experience in adaptive sports instruction preferred.
- Two years’ experience working with individuals with disabilities preferred.
- Credentialed through ACA, AMGA, CTRS or related relevant agency preferred.
- Proficiency in canoeing, rock climbing, paddle boarding and other outdoor recreation activities preferred.
- Proficiency in camping and hiking preferred.
- Ability to row stern frame boats and guide river paddle rafts preferred.
- One season internship with NSCD or other adaptive recreation program preferred.

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, participants 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.
- Possess a valid Colorado driver's license and meet criteria to drive company vehicles including 16 passenger vans and vehicles with large towing capacity.

Work Schedule:

This position supports seven day a week operations and weekend and holiday work shifts are required. Schedules and start locations are based off business need.

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 Name

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.

To apply:

<http://www.nscd.org/nscd-career-opportunities.php> for application information or submit resume, application and cover letter with answers to the following questions to jobs@nscd.org.

- What experiences or interactions have you had with people with disabilities?
- Why do you want to work for the NSCD?
- Describe your outdoor sports experiences.
- Tell us something about yourself that others have told you is interesting.
- Describe any AMGA, WFR, ACA or other credentialed training you have attended.