



Sports Program Coordinator Job Description

General Description:

- Directly responsible for adhering to the mission of New England Disabled Sports (NEDS): Through sport and recreation, to change lives affected by disabilities.
- Communicates, interprets and supports the philosophy and policies of NEDS, at Loon Mountain and Bretton Woods to facilitate effective communication with mountain management and all customer groups, including students, families, staff, volunteers and donors.
- Implements NEDS standards of operation, policies, and procedures. Collaborates with the Program Manager and necessary staff to develop additional standards of operation as needed.
- Manages all aspects of year round lesson management to NEDS Sports Programs at Loon and Bretton Woods. Responsible for all activities related to year round lesson management.
- Responsible for all aspects of equipment maintenance for programs offered year round.
- Collaborates with staff in planning, organizing, and facilitating the overall operation of the program to ensure profitability, growth, customer satisfaction, and ethical practice.
- Maintains at minimum Level II PSIA adaptive certification.
- This is a full-time, year-round salaried position.

Specific Responsibilities:

Programming

- Collaborates with the Program Manager of NEDS to develop, recommend, and implement program policies and procedures and establish goals, objectives, and action plans related to the delivery of safe, cost-effective quality adaptive sports experiences.

- Interacts professionally with student/family and involves student/family in the formation of their adaptive sports experience. Guides coaches in this same process.
- Conveys a professional, ethical and positive image and attitude regarding NEDS and all other programs, including the resorts of Loon Mountain and Bretton Woods. Facilitates via personal leadership: a culture of inclusion and acceptance for all students, families, and volunteers.
- Communicates clearly and appropriately to students, families, mountain management, staff, volunteers, donors and all other possible customer groups.
- Demonstrates accountability for professional growth and development of self, staff, and volunteers in order to maintain a high level of adaptive sports teaching and learning competency.
- Responsible for ensuring that lesson documentation complies with all policies and procedures of the NEDS organization, Move United organization, Bretton Woods, and Loon Mountain Resorts.
- Provide adaptive sports instruction using a variety of modalities and methods for a variety of disabilities with a high degree of professional competency & efficiency to ensure a quality customer experience.
- Maintain accurate daily records of lessons and coach commitments, and provide that information to the Program Manager on a timely and regular basis.
- Responsible for all aspects of the student intake process and collaborates with staff to identify process improvement opportunities.
- Oversees the student check-in process and ensures all necessary paperwork has been completed. Collaborates with staff to identify process improvement opportunities.
- Responsible for assigning appropriate coach(es) to student lessons daily.
- Responsible for ensuring the availability of coaches to meet the number of lessons each day.
- Responsible for ensuring students are assigned the appropriate equipment as needed.
- Collaborates with NEDS staff and mountain management to manage adaptive lesson booking on peak days at each mountain.
- Is aware of and participates in completing required reporting to Move United as a member chapter. This includes incident reports and program reporting.
- Develops and implements a process for equipment maintenance, including scheduling repairs to ensure all equipment is in good working order.
- Develops and implements a process for assessing organization equipment needs and submits requests to the Managing Director.
- Demonstrates knowledge of various types of adaptive sports equipment, teaching methods and other adaptive sports skills. Ability to observe, evaluate and adjust equipment or instruction approach as appropriate

- Maintains a flexible work schedule to meet the various demands of NEDS operations.
- Work as a team with the Program Manager and other Sports Coordinators flexing days off to best support NEDS programming coverage needs.
- Maintains flexibility to travel to Loon or Bretton Woods Resorts for training, lessons or to provide support for specific events.

Volunteer Recruitment and Coordination

- Identify seasonal volunteer needs and seek opportunities for volunteer recruitment in the broader community.
- Ensure all participants and volunteers adhere to NEDS volunteer policies and guidelines as outlined in the volunteer job description and handbook.
- Assist in ensuring all necessary volunteer and participant paperwork is complete.
- Assist with recruitment of experienced trainers to assist in the on-going training of all volunteers.
- Help to maintain morale and promote teamwork among volunteers.
- Demonstrate appreciation of all volunteers through appropriate means.
- Encourages and monitors winter coaches in developing appropriate skills to participate in PSIA/AASI sponsored events and to obtain PSIA/AASI certifications.

Qualifications:

Preferred Education and Experience:

- College Degree preferred and a minimum of 3 years in adaptive sports programming.
- Experience with adaptive sports, sports management, therapeutic recreation or non-profit organizations preferred.
- Certification as needed in all adaptive sports programming provided by NEDS
- Demonstrated skills in developing and maintaining effective interpersonal and supervisory skills with attention to detail.
- Demonstrated ability as an effective leader, including experience in coaching, goal attainment, performance improvement and corporate compliance.
- Knowledge of state and federal regulations concerning persons with disabilities.
- Valid driver's license.

Skills and Capabilities

- Strong attention to detail and the ability to work in a fast paced environment, multi-task, meet deadlines, and work with highly confidential information.
- Demonstrated public presentation abilities.
- Ability to work independently to achieve weekly and seasonal program goals.
- Excellent written, and verbal skills.
- Excellent communication skills, written and verbal; strong customer service orientation.
- Balanced demeanor and strong interpersonal skills
- Proficiency in Microsoft Office, including Excel and Access.
- A passion for the New England Disabled Sports mission.
- Ability to move and lift a variety of adaptive sports equipment.

Additional Requirements:

- Clean background check.
- Covid-19 Vaccination
- NEDS provides services 7 days a week, the successful candidate will have a willingness and ability to be flexible with work hours, days and locations to accommodate the needs of the job.
- Ability to effectively work with a wide variety of people and personalities in a high-energy, inclusive environment.
- The duties listed here are not all inclusive, additional responsibilities may be added as NEDS programming takes place.