Job Title: Adaptive Sports Program Coordinator

About Us:

New England Disabled Sports (NEDS) is a dynamic adaptive sports and recreation program located in Lincoln & Bretton Woods, New Hampshire. Our mission is “through sports, to change lives affected by disabilities.”

First established in 1988, NEDS was incorporated as the White Mountain Adaptive Snowsports School in 1992 as a 501 c 3 non-profit. In 2008 the name changed to New England Disabled Sports to better reflect our geographic scope and mission.

NEDS has grown steadily over the last 28 years; today it is a leader in adaptive sports in the New England area. Headquartered at Loon Mountain Ski Resort in Lincoln, NH and at the Bretton Woods Ski Resort at Omni Mount Washington Resort, NEDS has become a nationally recognized program, providing expert adaptive sport instruction to adults and children living with physical and cognitive disabilities.

NEDS has a chapter of Disabled Sports USA, and is governed by a Board of Directors, comprised of business leaders from all walks of life with a passion for adaptive sports and unparalleled commitment to the organization.

Over 200 talented and dedicated volunteers support our mission and deliver excellent quality instruction and enjoyment to our students. Our volunteers also serve by managing our major fundraisers, donating time and talents to operational support, planning, and outreach. For more information please visit New England Disabled Sports.

General Description:

- Directly responsible for adhering to the mission of New England Disabled Sports (NEDS): Through sports, to change lives affected by disabilities.
- Manage overall daily operations of the NEDS Sports Program at Loon and Bretton Woods during the winter season and daily operations of the NEDS Sports Program at Loon during the summer season.
• Assists all staff with planning, organizing, and facilitating the overall operation of the program to ensure profitability, growth, customer satisfaction, and ethical practice.
• This is a full-time, year-round salaried position.

Specific Responsibilities:

• Assists the Operations 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 sport experiences.
• Communicates, interprets and supports the philosophy and policies of NEDS, Loon Mountain and Bretton Woods to facilitate effective communication with mountain management and all customer groups, including student, families, staff, volunteers and donors. Implements and oversees the implementation of NEDS standards of operation, policies, and procedures.
• 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 policy and procedures of the NEDS organization, Disabled Sports USA organization, Bretton Woods and Loon Mountain Resorts.
• May 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 quality customer experience.
• Compiles daily, weekly and monthly statistical reports based on lessons, revenue, and costs generated by each program and submits them in a timely manner to the Administrative Director/Operations Manager
• Collaborates with NEDS staff and mountain management to manage adaptive lesson booking on peak days at each mountain. Collaborates with NEDS staff to complete coaching/student assignments on a daily basis.
• Is aware of and participates in completing required reporting to DSUSA as a member chapter. This includes incident reports and program reporting.
• Collaborates with the staff to assess all volunteers, student and family feedback and comments from the comment box. Continually strives to enhance customer experience, access to adaptive sports, and quality of volunteer training for the highest level of teaching.

• Develops and manages adaptive snow-sports training of volunteer instructors to ensure the highest standards of PSIA instruction are used for training and teaching execution.

• 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.

• Works closely with the NEDS staff to manage adaptive sport lesson scheduling, volunteer availability and coordinating the matching of volunteers and students.

• Work as a team with the other sports coordinator to adjust lesson scheduling, sharing of volunteers between the resorts, flexing days off for NEDS programming coverage needs.

• Maintains flexibility to travel to Loon or Bretton Woods Resorts for training, lessons or to provide support for specific events.

• Direct Manager of the NEDS Pre-Adaptive Coaches Program (PAC). The PAC Program: High school age students interested in learning to coach snowsports to individuals living with disabilities have the opportunity under the supervision and mentorship of our professional staff and accredited adult coaches. Each season, 20+ well-rounded high school students are selected through an intensely competitive interview process to join the program.

Qualifications:

• 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.

• Demonstrated skills in developing and maintaining effective interpersonal and supervisory skills with attention for detail.

• Multitask in a fast-paced environment, show a positive attitude, provide excellent customer service skills, ability to work independently and to work with a diverse group.

• Must have intermediate or expert skiing and/or riding abilities. PSIA/AASI certification is preferred.

• Adaptive sports programming coordination or related therapeutic recreational experience.
• 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.
• Clean background check.

Compensation:

• Competitive salary range is dependent of qualifications and experience.

To Apply For This Position
Candidates should submit a resume, salary history, references and a detailed cover letter to:

New England Disabled Sports Search Committee
careers@nedisabledsports.org
All submissions will be acknowledged.

New England Disabled Sports is an Equal Opportunity Employer. Personnel are selected on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.