Adaptive Center at Beaver Mountain
Job Description

Position Title: Adaptive Center at Beaver Mountain Manager
Reports To: Program Director and Executive Director
Position Length: Full-Time/ year-round. Two year minimum commitment (seasonal opportunity possible)
Location: Beaver Mountain, Logan, UT 84321
Hours: Manager’s work week is Wednesday – Sunday during ski season. Other seasons may change to Tuesday - Saturday

Summary: The Manager of Adaptive Center at Beaver Mountain will be directly responsible for adhering to the mission and vision of CGOA while responsible for the overall daily operations of programming at the Beaver Mountain location during all months of the year.

Winter Months:
Adaptive Center at Beaver Mountain Manager manages all ski lessons conducted at Beaver Mountain under the direction and supervision of the Program Director. The Manager supervises and schedules instructors, volunteers and interns. Conducts lessons directly. The Manager serves as primary liaison with the Beaver Mountain staff and the local community.

Summer Months:
Adaptive Center at Beaver Mountain Manager manages all facility activities (climbing, cycling, etc) conducted at Beaver Mountain under the direction and supervision of the Program Director. The Manager supervises and schedules instructors, volunteers and interns. Conducts activities directly. The Manager serves as primary liaison with the Beaver Mountain staff and the local community.

Responsibilities:

Administrative Duties:
- General office duties, including: answering phones, taking reservations, and assisting with financial transactions
- General facility maintenance: Coordinates maintenance needs and upkeep utilizing volunteers and other resources
- Scheduling of individual and group lessons
- Assists in coordinating and attending staff meetings
- Tracks demographics and statistics
- Works with Program Director and ED to write annual sub-budget, oversees revenues and expenses

Managerial Duties:
- On-site supervisor of ski instructors, interns and volunteer instructors
- Responsible for on-hill supervision of adaptive ski lessons; instructs lessons as needed
- Serves as Equipment Manager, responsible for the maintenance of adaptive ski equipment
- Continues to develop effective system for evaluating staff, interns, and volunteers. Responsible with the Program Director for the implementation and processing of all evaluations
- Assists with all Ski Program sponsorship and fundraising
- Is responsible for direct contact with groups to confirm skier numbers, special needs, etc.
- Responsible for on-site risk management, including tracking and reporting of incidents and accidents
- Coordinates staff and volunteer training at Keystone
Training and Development Duties:
- Coordinates and teaches early season volunteer clinics
- Works with Program Director in training and teaching of adaptive ski techniques to staff and interns
- Assists in coordinating mid-season continuing education clinics for volunteers and staff
- Works to grow and train volunteer pool
- Work with Program Director to create Adaptive Ski Program Manual

Special Events:
- Serves as CGOA representative, teaching adaptive skiing clinics to other instructors
- Assists staff with any special events related to Adaptive Ski Program (i.e. Beaver Bash, Volunteer Weekend)
- Helps develop as fundraising event at Beaver Mountain

Qualifications:
- Ability to manage people with diverse levels of skill and experience
- Prior adaptive ski teaching experience (level I certification minimum)
- College degree preferred
- Minimum three years-experience in adaptive sports programming preferred
- Experience with adaptive outdoor recreation, sports, therapeutic recreation or non-profit organizations preferred
- Strong personal and customer service skills
- Strong organizational skill and attention to detail
- Effective written and oral communication skills
- Knowledge of adaptive ski/snowboard equipment and basic mechanical skills

Compensation:
- Salary: $30,000 - $35,000 depending on experience
- benefits:
  - paid vacation, paid sick
  - paid holidays
  - dental insurance
  - healthy living stipend $200/month
  - 4% retirement
  - paid training

Send resume and cover letter to alex.cgoa@gmail.com, or call (435) 713-0288 for more information