



New England Disabled Sports Position Offering Adaptive Sports Coordinator

Full Time October-April

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

First established in 1988, NE Disabled Sports 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.

NE Disabled Sports has grown steadily over the last 27 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.

New England Disabled Sports is 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 our website <http://nedisabledsports.org/> .

The Position

The Adaptive Sports Coordinator (ASC) will be directly responsible for adhering to the mission and vision of New England Disabled Sports (NEDS) while responsible for the overall daily operations of the adaptive sports program at Bretton Woods. Assists the Administrative Director and Operations Manager with planning, organizing, and facilitating the overall operation of the adaptive sports program to ensure profitability, growth, customer satisfaction, and ethical practice. The sports coordinator is directly responsible for volunteer and student lesson matching/planning. The sports coordinator assists in facilitating volunteer training and also teaches adaptive sports students with a wide variety of disabilities. This is a demanding but rewarding position in our organization.

Specific Responsibilities

- Assists the Administrative Director 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 the NEDS 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, DS/USA organization, Bretton Woods 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 DS/USA 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.
- Assists in developing 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 Administrative Director 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.

Qualifications

- College Degree Preferred
- Minimum three years-experience in adaptive sports programming preferred.
- Experience with adaptive sports, sports management, therapeutic recreation or non-profit organizations preferred.
- Demonstrated skills in developing and maintaining effective interpersonal relationships. Evidence of ability to build and maintain rapport with superiors, peers and subordinates.
- Skiing/Riding or other Snowsports instruction or other related therapeutic recreational experience. PSIA/AASI certification is preferred.
- Demonstrated ability as an effective leader, including experience in coaching, goal attainment, performance improvement and corporate compliance.

Compensation

New England Disabled Sports will discuss the compensation package with finalists for the position however, the basic details include:

- Competitive salary range is dependent on qualifications and experience for the winter season.
- Other benefits offered as made available

To Apply For This Position

***Candidates should submit a resume, salary history,
References and a detailed cover letter to:***

NE Disabled Sports Search Committee

By e-mail to the following address

careers@nedisabledsports.org

All submissions will be acknowledged

NE 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.