

## **Position Opening: Logistics Coordinator**

Crested Butte, CO

[www.adaptivesports.org](http://www.adaptivesports.org)

**Job Status:** Full-time, Year-round, Weekends, Non-Exempt

**Compensation Range and Benefits:** Hourly \$20.00 - \$22.35/hr. (\$41,500 - \$46,500/year) plus competitive benefit package including: 401k, Paid Time Off and Holidays, Health, Season Pass, Ski/Equipment Locker, Professional Licenses/Certification Reimbursements.

Duties, requirements and qualifications: See job description summary below.

Interested candidates are encouraged to submit a letter of interest, resume, and references to **Logistics Manager, Hannah Lang: [Hannah@adaptivesports.org](mailto:Hannah@adaptivesports.org)**

Candidate response requested by: Friday, November 11, 2022

Desired Start Date: December 16, or until position is filled.

### **Job Description**

#### **Position Title**

Logistics Coordinator

#### **Reports to**

Logistics Manager

#### **Position Summary**

The Logistics Coordinator offers general administrative support to the Logistics Manager and occasionally leads field-based activities. This position has frontline interactive responsibilities with key organizational partners and participants and requires planning skills, diligent attention to detail, creativity and the ability to work through challenges independently and as part of a team. The Logistics Coordinator assists the Program Manager and Logistics Manager in coordinating office and field-based duties for season interns and handles a wide variety of details on group and camp logistics.

### **Specific Responsibilities**

The Logistics Coordinator performs a wide range of duties, including the following:

#### *Groups and Logistics*

- Coordinate and facilitate all aspects of logistics for group visits including, but not limited to: pre, during, and post trip communications; transportation, lodging, meals, evening activities, overnight supervision and staff communications as appropriate.
- Coordinate open-enrollment camps and community programs as assigned.
- Assist Logistics Manager with visiting trip leader requests and adjustments during a group visit as assigned.
- Assist Logistics Manager with managing group and camp budgets as directed.

#### *Program Support*

- Assist with daily operations as assigned and as needed during busy times.
- Instruct summer and winter based outdoor programs as assigned and skills allow.

- Provide leadership and support for the Program Manager during the weekends.

#### *Intern Management*

- Mentoring and training for ASC's interns as directed by the Logistics Manager.
- Cultivate interns as future industry contacts and potential trip leaders.
- Facilitate recruitment and hiring of interns each season as directed by the Logistics Manager.

#### **Qualifications**

##### *Knowledge, Skills & Education*

- Background or education in adaptive or therapeutic recreation, outdoor leadership, adventure education or other closely related field.
- CTRS is strongly preferred, but not required.
- Documented technical skills in winter and summer adventure sports; including alpine skiing, Nordic skiing, mountain biking, hiking, rock climbing, ropes course and paddling.
- Proficient with Microsoft Office suite (Excel, Outlook, Word) and able to quickly learn to use new software.
- PSIA/AASI and Adaptive certified ability or willingness to become certified, and/or certified or ability and willingness to become certified, in key areas of summer-based programs (RCC, AMGA, river/raft guiding, etc.) preferred.
- First Aid & CPR certification or higher.
- Valid driver's license with clean driving record required.
- Clear state and federal background check, clear TRAILS child abuse and neglect background check after interview and demonstration of clean driving record.

##### *Physical Requirements*

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, climb or balance, talk or hear.
- Frequently required to stoop, kneel, crouch or crawl.
- Regularly lift and/or move up to 100 pounds and occasionally lift and/or move up to 125 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.
- Clean driving record and the ability to drive 15 passenger vans, sometimes with trailers, in summer and winter mountain driving conditions.
- Available to work occasional nights, overtime and holidays

The Adaptive Sports Center is an inclusive organization and an Equal Opportunity Employer.

This job task summary no way infers the sole tasks or overall responsibilities of the position. Employees will be required to perform other job tasks as assigned by their supervisor. Job listings and descriptions do not constitute an employment agreement or contract. The job responsibilities of the employee are subject to change by the employer as the organizational needs evolve.