

## **Program Coordinator, The Adaptive Sports Center (ASC)**

Full-time, 11-months, **Non-Exempt**

The Adaptive Sports Center is a mission-focused 501-c3 non-profit that provides therapeutic adventure-based programming for people with disabilities, their friends and family members and is located in Mt. Crested Butte, Colorado.

This is a new position to the Adaptive Sports Center. The Program Coordinator is responsible for facilitating programs, supervising volunteers and seasonal staff, scheduling, database management, and other key aspects of program coordination for the Adaptive Sports Center. Key responsibilities include: coordinating individual and family booking process, assisting with volunteer recruitment and management, invoicing, front desk oversight and overall daily operations support. The Program Coordinator sets the stage for outstanding customer service for clients and coordinates many critical aspects of programming. This position will average two days in the field instructing, and three days in the office. At busier times, the Program Coordinator should expect to be in the office up to 5 days/week.

A minimum of two years of experience developing, coordinating, and facilitating outdoor adventure programming, preferably in adaptive sports or similar organization desired. Motivated, organized, and able to perform in a fast-paced and dynamic environment is essential. Experience coordinating volunteers, seasonal staff, and/or interns desirable. PSIA/AASI and/or Adaptive certified and/or certified in key areas of summer based programs (RCC, AMGA, river/raft guiding, etc.), First Aid certification or higher required. Working weekends will be required and working evenings and some holidays should be anticipated.

**Compensation Range and Benefits:** The annual *starting* salary range for this position is \$20.00 - \$23.00 an hour. This is an 11 month equivalency range of \$38,272 - \$44,012. It includes a competitive benefits package including 401(k), Paid Time Off and Holidays, Health Insurance Reimbursement, Season Pass, Ski/Equipment Locker, Professional Licenses/Certification Reimbursements [estimated annual starting benefit value of an additional \$10,000].

Desired Start Date: November 16th or until the position is filled.

To apply, submit a letter of interest, resume, and references to Elizabeth Philbin, Assistant Program Director, [elizabeth@adaptivesports.org](mailto:elizabeth@adaptivesports.org), **Subject Line: "Program Coordinator"**

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

**More information: [www.adaptivesports.org/about-us/careers](http://www.adaptivesports.org/about-us/careers)**