

Adaptive Sports Center



Winter Training Manager

Job Description

Title: Winter Training Manager

Reports to: Assistant Program Director/Program Manager

Job Status: Full-time; Seasonal; Exempt

Last Update: August 2025

Position Overview

The Winter Training Manager ensures that Adaptive Sports Center instructors, interns and volunteers are among the most highly skilled and mission-based ski and snowboard staff in the adaptive sports industry. Responsibilities include, but not limited to: managing an excellent and established comprehensive and professional training program and evolving the training program as the organization moves into future seasons; educating and training staff, interns and volunteers; preparing staff for the PSIA and AASI examination processes; evaluating staff and maintaining meticulous training records; ensuring all programmatic based risk management practices are held at the highest standards; instructing; assisting with instructor management, working closely with and supporting the daily operations team.

Specific Responsibilities

Program Administration

- Ensure clients receive the best mission-based experience and customer service possible.
- Support the organization's mission and decisions while serving as a leader and representative of the ASC.
- Provide regular feedback about instructors to program administrative staff for instructor reviews.
- Assist program administration with staff management, daily operations, staff evaluations, and winter staff meetings as requested.
- Successfully facilitate the instructor training program including training wages within the ASC's program budget.
- Further develop existing systems and create new systems to improve program efficiencies.
- Coordinate with CBMR Ski and Ride School, PSIA/AASI and other training providers as directed, agreed or identified in the annual plan.
- Assist with general program operations support as directed by the Assistant Program Director.
- Provide baseline praise and discipline for seasonal staff, intern staff and volunteers as needed with the support and guidance of the Assistant Program Director and Program Director.
- Assist program administration with schedule changes due to illness or other staffing conflicts.
- Develop the winter training schedule and course content for volunteers and instructors with support from the Program Manager.
- When instructing, see the Instructor Guidelines and Job Description for listed responsibilities.
- Other, as directed.

Instructor, Intern and Volunteer Training

- Maintain, educate and promote all established risk management protocols during trainings and during daily operations.
- In collaboration with the program administrative staff, update and oversee the evolution of risk management protocols for daily practices, resort-based considerations, equipment-based considerations and instruction/terrain-based considerations.
- Ensure the instructor, intern and volunteer team is prepared and properly trained to teach and assist with mission-based ski and snowboard lessons.
- Observe and mentor instructors, volunteers and interns on lessons and provide constructive, practical feedback

- Teach and co-teach instructor, volunteer and intern clinics.
- Instruct and co-instruct mission-based lessons.
- Establish training goals and outcomes for all seasonal instructor staff.
- Support the coordination of the Volunteer to Instructor program with support from the Assistant Program Director and Program Manager.
- In collaboration with the program administrative staff, evolve the training program to meet future anticipated needs.
- Design and maintain continuing education clinics to be offered throughout the season.
- Document, maintain, and save all training documentation including staff progress.

PSIA and AASI Training

- In collaboration with the program administrative staff, act as liaison between the ASC and PSIA/AASI.
- Stay current with all PSIA and AASI requirements and standards and communicate requirements to staff.
- Conduct staff meetings to cover PSIA and AASI goals, events, training and exams.
- Manage all aspects of instructors, interns and volunteers' participation in PSIA and AASI clinics and exams.

Supervisory Requirements

- Follow the organization's policies and applicable laws.
- Oversee performance of the instructor staff with support of Program Manager and Assistant Program Director.
- Plan, assign and direct work; appraise performance; recommendations for seasonal staff reward and discipline; address complaints and resolve problems.

Education and Experience

- A minimum of four years of experience developing, coordinating and facilitating outdoor adventure programs, preferably in an adaptive sports organization.
- PSIA Adaptive Level 3 or Trainer Certification.
- Documented experience managing volunteers, seasonal staff and interns.

Knowledge, Skills & Abilities

- Flexible, organized, motivated, and able to deliver excellent customer service.
- Good time management and the ability to perform under pressure in a fast-paced environment.
- Proficient with Microsoft Office suite (Word, SharePoint, Excel, Outlook) and able to quickly learn to use new software.
- Possess baseline professional fiscal management and budgeting skills
- First Aid & CPR Certification
- Valid Colorado driver's license with a 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.
- Can facilitate adaptive and able-bodied ski/snowboard-based programming.
- Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to a shared 150 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Work Environment

- Fast-paced, fluid, highly interactive office environment with moderate to high noise levels.
- Regularly required to work outside in cold weather and may be exposed to other weather elements.
- Regularly required to work a flexible schedule outside of regular business hours.

Employee Acknowledgement

I acknowledge that I have received a copy of the Winter Training Supervisor job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Signature

Date

Printed Name