

<b>Job Title:</b>	Coordinator – Metro Programs
<b>Location:</b>	Mile High Stadium, Denver, CO
<b>Reports to:</b>	Supervisor – Metro Programs
<b>Supervises:</b>	Instructors, Volunteers
<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
<b>Classification:</b>	<b>Full time or Part Time</b>

**About the NSCD:**

The National Sports Center for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport*. Each year more than 3,100 children and adults with disabilities participate in our programs to improve the quality of their lives. With specially trained staff, a custom adaptive equipment lab and over 1,200 volunteers, the NSCD provides therapeutic recreation through a variety of year-round sports and activities to individuals with almost any physical, cognitive, emotional and/or behavioral diagnosis. Year-round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

**Position Overview:**

The Metro Programs Coordinator oversees metro based programs including daily activities, multi day camps and offsite programs. Supervises volunteer and instructors assigned to programs and requires flexibility regarding days and hours of work based on programming needs. The coordinator maintains student and group records, reports program statistics, assigns volunteer instructors to students and mentors volunteers. Directly teaches designated sports to individuals with disabilities.

**Job Duties:**

Program Coordination

- Develops content for and leads participant programming for metro sports and activities, including but not limited to team sports, NSCD Moves! activity course, lake and river paddle sports, hiking, biking, rock and wall climbing.
- Independent decisions about cancelling/changing programs during camps based on weather, client behaviors, client desires and staff allocation.
- Determines and modifies adaptive equipment.
- Instructs individual or group lessons using appropriate teaching progressions and exercises.
- Implements and evaluates participant improvement; documents participant progress and maintains accurate records; sets goals and makes recommendations for future lessons.
- Coordinate venue locations for programming.
- Coordinate scheduling of events/activities/programs.

Data Management:

- Prepares administrative documents for programs.
- Maintains client records, enrollments and rosters.
- Compiles client attendance and progress reports.

#### Collaborative Efforts:

- Researches potential client sources, works collaboratively with marketing staff to expand client base.
- Creates and collaborates on distribution lists specific to target audiences.
- Identifies agencies and maintains contacts to increase database for program development.
- Promotes programming through collaborative efforts with participating agencies.

#### **Professional Performance:**

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences.

#### ***Other duties may be assigned***

#### **Education and Experience Required:**

- Bachelor’s degree in outdoor education, outdoor recreation, physical education, special education or equivalent.
- Two years’ experience working with individuals with disabilities.
- Advanced credentials relevant to position, i.e. OT, PT, CTRS, AMGA, ACA or other relevant certification.
- Current First Aid and CPR
- Ability to row stern frame boats and guide river paddle rafts
- Ability to swim in moving water
- Knowledge of field and court sports
- Knowledge of rock climbing and paddle sports

#### **Additional Experience/Attributes:**

- Demonstrated initiative and ability to work with minimal guidance using sound judgement.
- Mental acuity including ingenuity, analysis/problem solving skills, creativity and concentration.
- Ability to work collaboratively with colleagues and staff in a team-oriented environment.
- Knowledge of physical and cognitive disabilities and the adaptive sports industry is preferred.
- Able to maintain confidential information and accountability for income security.

#### **Physical Requirements:**

- Able to work a majority of the time outside at high altitude in varying conditions including uneven and slick terrain and unpredictable weather and situations. Must be physically able to assist participants with adaptive equipment, position adjustments, transfers and movement during activities.
- Able to lift a minimum of 75 lbs. with assistance.
- Dexterity to operate computer daily.
- Auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, participants and staff on a daily basis.

- Able to successfully manage multiple, high priority tasks in a fast-paced and often times crowded and noisy environment.
- Possess a valid Colorado driver's license and meet criteria to drive company vehicles including 16 passenger vans and vehicles with large towing capacity.

**Work Schedule:**

This position supports seven day a week operations and weekend and holiday work shifts are required. Schedules and start locations are based off business need.

**ACKNOWLEDGEMENT:**

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

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Employee Signature

Date

**Equal Employment Opportunity (EEO) Policy**

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law. NSCD will consider providing reasonable workplace accommodations if needed.

**To apply:**

<http://www.nscd.org/nscd-career-opportunities.php> for application information or submit resume, application and cover letter with answers to the following questions to [jobs@nscd.org](mailto:jobs@nscd.org).

- What experiences or interactions have you had with people with disabilities?
- Why do you want to work for the NSCD?
- Describe your outdoor sports experiences.
- Tell us something about yourself that others have told you is interesting.
- Describe any AMGA, WFR, ACA or other credentialed training you have attended.