

Job Title:	Specialist – Equipment and Facilities
Location:	Winter Park Resort, Winter Park, CO
Reports to:	Supervisor – Equipment and Facilities
Supervises:	NA
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Classification:	Seasonal / Winter Full or Part Time

About the NSCD:

The NSCD is one of the largest outdoor therapeutic recreation agencies in the world. Each year more than 3,000 children and adults with disabilities participate in our programs to learn more about sports and themselves. With specially trained staff, a custom adaptive equipment lab, and over 800 volunteers, the NSCD teaches a variety of year round sports and activities to individuals with almost any physical, cognitive, emotional or behavioral diagnosis. Year round programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

Position Overview:

The Equipment and Facilities Specialist supports the equipment and facilities team by providing excellent client service regarding equipment needs. Assists in setting, distributing and maintaining equipment for clients. Supports staff with student assessments and assists in determining adaptive equipment needs. Tunes, repairs and tests adaptive equipment. Drives and maintains snowmobiles and other vehicles as needed.

Duties and Responsibilities:

- Assists in performing physical evaluation for equipment fitting, selection of appropriate equipment and makes appropriate adaptations to equipment.
- Set-up adaptive equipment for group and individual lessons.
- Assembles, inspects, maintains and modifies equipment for programs.
- Operate equipment including, but not limited to, waxer, wet belt sander, edger, drill press, computer, mounting jigs, bench grinder and other shop tools.
- Completes appropriate documentation and record keeping required by the NSCD and manufacturers.
- Keeps daily participant records current. (i.e. levels of ability and equipment usage).
- Follows safety procedures and attends safety meetings.
- Performs periodic hands-on checks and maintenance to provide technical support to staff and clients.
- Maintains a friendly, congenial and helpful attitude towards guests, volunteers and other employees.

Equipment and materials involved:

- Adaptive sports and recreation equipment and accessories.
- Vehicles such as snowmobiles, trucks, cars, trailers.
- Types of hand held ski repair equipment such as drills, mounting jigs, heat gun, wax, wax iron, files, miscellaneous hand tools, P-tex gun, pipe cutters, belt sander, waxer, edger, etc.
- Hand tools such as hammers, files, screwdrivers, dykes, etc.
- Communication devices such as various types of radios, telephones, computers.

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:

- High School diploma or GED.

Preferred Qualifications:

- One year experience working with people with disabilities.
- Boot fitting knowledge, including canting and foot bed construction.
- Background in mechanics and tools.
- Ski/snowboard rental shop experience.

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 100 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 (preferred) driver’s license and meet criteria to drive company vehicles.
- Able to utilize snowmobiles, surface and aerial lifts.

Work Schedule

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

Employee Signature

Date

Equal Employment Opportunity (EEO) Policy

The 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.
The 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.