

<b>Job Title:</b>	Program Director - METRO
<b>Location:</b>	Denver, CO and some required business in Winter Park Resort, Winter Park CO
<b>Department:</b>	Metro Program
<b>Reports to:</b>	CEO
<b>Supervises:</b>	Metro Program Staff
<b>FLSA Status:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
<b>Classification:</b>	Year Round / Full Time

**About the NSCD:**

The National Sports Denver for the Disabled (NSCD) *enables the human spirit through therapeutic recreation and sport.* Each year more than 3,000 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 winter and summer 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 Program Director is responsible for the supervision and operation of year round programs based in the Denver Metro area and Front Range. This position is an integral part of developing and cultivating relationships to form strong industry alliances, partnerships and opportunities. A fundamental duty of this position is leading and maintaining efficient and streamlined daily operations. The Program Director leads Program Supervisors, Coordinators, Instructors, Volunteers and Interns in multiple settings. Provision of direct client services and instruction in various programs is within the scope of this position. The Program Director is a member of the NSCD leadership team and will collaborate with all Directors/staff to share resources, develop, schedule and implement programming.

**Duties and Responsibilities:**

**Program Delivery**

- Supervise and participate in program operation including coordinating equipment, vehicles/transportation, facility and activity schedules, scheduling instructors for daily and long-term assignments, and providing direct instruction.
- Supervise and coordinate duties for Program Supervisors, Coordinators, Instructors, Interns and Volunteers
- Keep and monitor daily and current records including but not limited to program budget and accounting administration, program attendance tracking, employee timesheets, scheduling, employee performance management, documentation with partner agencies, etc.
- Assess participants for appropriate activities, lesson placement, and equipment and support team in best practice provision of individualized programming.
- Coordinate program-specific adaptive equipment needs and help implement new adaptations to equipment.
- Develop and implement operational plans and follow-up information for necessary licenses, permits, grants, etc.
- Document and evaluate program benefits as well as participant and staff performance.
- Implement, monitor and enforce safety standards established by NSCD policies and procedures.

- Support and oversee training and development for staff, interns and volunteers.
- Proactively work with Director of Operations to support the Operations team in providing excellent and responsive program delivery, including, but not limited to: oversight and input on program lesson availability, participant appropriateness evaluation for program participation, ensuring proper equipment for specific participant needs, and other daily support as needed.

### **Program Development**

- Identify growth opportunities in the Metro area for expansion of the NSCD programming.
- Identify agencies and organizations to build alliances for sustainable programming.
- Develop custom proposals and presentations for target audiences. Promote programming through collaborative efforts with participating agencies.
- Participate actively in professional organizations that are aligned with the mission of the NSCD and form strong industry alliances and partnerships that support the NSCD as a therapeutic recreation leader.
- Assist in creating and planning programming tailored to client requests and agency needs.
- Actively participate with the NSCD's fundraising efforts.
- Perform other duties as assigned.

### **Finance and Administration**

- Assist the CEO and Director of Finance in the development of the annual budget ensuring that the budget is aligned with the overall program plans for the NSCD.
- Monitor program budgets closely, control and approve expenditures in keeping with approved budget and ensure that program financial performance is in keeping with the plan.
- Serve on the Leadership Team as an active and contributing member supporting the organization's mission, vision, values, strategic goals and objectives; formulating policies; guiding and leading the change process; and evaluating organizational effectiveness as an organizational leader.
- Participate in Leadership Team meetings in order to coordinate program activities with other departments, assist with overall agency goals, and be mindful of the agency's mission and vision.
- Ensure that the CEO and Board are kept fully informed on the condition of the organization and all important factors influencing it in a timely manner.

### **Supervision of Direct Reports**

- Effectively supervise and manage direct reports and provide, by example and leadership, motivation and direction to employees of the organization.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable state and federal employment laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and rewarding employees; corrective disciplinary procedures and practices under direction of the President/CEO, addressing complaints and resolving problems.
- Conduct annual employee performance reviews in a timely and effective manner. Evaluate performance of employees for compliance with established policies and objectives of the organization and contributions in attaining objectives.
- Set the tone of the department to ensure morale, team work, and that the positive employment culture of the organization is maintained.
- Regularly schedule leadership/management, department, and staff 1:1 meetings to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.
- Manage operating budget and report variance to leadership and staff overtime which may impact payroll and budget.

## **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.
- 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.
- Must be insurable as a driver on NSCD’s auto liability policy to transport clients using NSCD vehicles and an approved personal vehicle.
- Must pass background check policy requirements.

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

## **Qualifications**

- Bachelor’s degree in outdoor recreation/outdoor education, special education, physical education, recreational therapy, or related field
- Must be computer proficient and possess experience of Microsoft Office Suite
- Five years supervisory experience
- Five years of experience in the field of adapted sports, outdoor recreation/education, camp program development/management and developing outdoor adaptive recreation programming
- Advanced ability in outdoor sports appropriate to NSCD and outdoor guide background a plus
- Current First Aid and CPR
- Certification in outdoor sport appropriate to the NSCD and scope of program a plus, such as: Swift Water Rescue, ACA Instructor, AMGA/IFMGA, WFR, EMT/WEMT, Leave No Trace, CTRS
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders.
- Ability to work with a high degree of autonomy, initiative and exercise personal judgment in a fast-paced environment with a strong sense of humor and integrity.
- Superior skills to organize, plan, and execute the full scope of required programs.
- Ability to implement agency vision, mission, values and strategic plan.

## **Work Schedule**

This is a full time, year round position. The typical work schedule is five days a week 8:00 am – 5:00 pm. This position may require weekends and/or evenings to support the needs of the program and agency.

**Salary:** A competitive compensation and benefits package is available.

## **Physical Requirements**

- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors and clients on a daily basis.
- Able to work for long periods of time without break during the conduct of presentations and events.
- Physically able to assist guests, students, or clients and manipulate adaptive equipment
- Able to lift 25 lbs. with minimal assistance.
- Able to work outside year round in varying conditions.
- Able to successfully manage multiple, high priority tasks in a fast-paced environment.

**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**

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.