

<b>Job Title:</b>	<b>Coordinator – Equipment and Facilities</b>
<b>Location:</b>	Winter Park Resort, Winter Park, CO
<b>Department:</b>	Operations
<b>Reports to:</b>	Supervisor - Equipment Shop and Facilities
<b>Supervises:</b>	N/A
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Classification:</b>	Full time / Year Round

**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 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 Equipment and Facilities Coordinator is responsible for equipment maintenance, setting and distributing equipment for program participants and their families. Performs student assessment and determines adaptive equipment needs. Provides customer service concerning equipment needs for all programming.

**Duties and Responsibilities:**

- Set equipment and adaptive equipment for group and individual lessons for year round programming.
- Inspects, maintains and modifies all equipment for year round programs, including but not limited to: binding checks, ski tuning, boat maintenance, radio inventory and maintenance.
- Daily assistance with the programming equipment.
- Performs annual equipment inspection and testing as specified by manufacturers and/or supervisor.
- Daily maintenance of snowmobiles during winter season.
- Provide routine maintenance support for off-site equipment and vehicles as assigned by the supervisor.
- Keeps daily participant records current. (i.e. levels of ability).
- Trains new personnel in snowmobile procedures and routes.
- Performs periodic hands on checks and maintenance of equipment to provide technical support to instructors and students.
- Oversee equipment shop in the absence of the supervisor.
- Assists supervisor in training equipment room technicians and volunteers.
- Assist supervisor with daily supervision of equipment room staff and volunteers.
- 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
- Current binding certifications
- One year experience working with people with disabilities
- At least two years ski shop or ski technician experience, facility maintenance
- One year experience with adaptive equipment, facilities maintenance experience
- Proficient in Microsoft Office

### **Preferred Qualifications:**

- Intermediate skier, snowboard and Nordic skills as well as knowledge of techniques and body movement and how they relate to equipment.
- Mechanical knowledge of mono, bi and dual skis, boot fitting including canting and foot bed construction.
- Knowledge of snow sport repair equipment including drills, heat gun, wax iron, files, miscellaneous hand tools, P-tex gun, pipe cutters, etc.
- Knowledge of waxer, wet belt sander, edger, drill press, computer, mountain jigs, and bench grinder.
- Knowledge of padding for boots and sit skis, ski wax, urethane adhesives, epoxies, and grinding emulsion.
- Knowledgeable of all types of boat repair tools and adhesives.

### **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 is a full time, year round position. The typical work schedule is Monday – Friday 8:00 am – 5:00 pm. This position will require some weekends and/or evenings to support the needs of the agency in addition to the special events execution.

**Salary:** Hourly range is \$13 - \$15 per hour. Benefits package is available.

**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.