



Bridger Ski Program/Adaptive Sports Director Job Description

Classification: Exempt	Hours Per Week: 40
Salary: \$15 per hour	Benefits: eligible after waiting period
Start Date: October 1, 2010	

General

The Bridger Ski Program/Adaptive Sports* Director plans, directs, manages and promotes adaptive recreation programs for people with disabilities, including alpine and Nordic skiing, ice skating and summer adaptive sports programs. This position reports to the Executive Director. This is a full time, year-round exempt position.

Responsibilities and Job Duties

1. Follows both specific and general Eagle Mount policies and directives:
 - a. Operates independently and within a team.
 - b. Consults with the Executive Director on questions, problems, procedures and policy decisions as needed.
 - c. Maintains healthy relationships with participants, volunteers, strategic partners, donors, community members, Eagle Mount staff, and others whose good will is essential to program quality.
 - d. Participates in organizational activities and initiatives, promotes the health and well-being of Eagle Mount as a whole.

2. Plans, directs, and manages Eagle Mount's Bridger Ski Programs, and oversees Nordic Skiing, Snowshoeing and Ice Skating Programs (*October – April*)
 - a. Supervises the Bridger Ski Staff (assistant director and two program assistants), Nordic Ski Coordinator and Ice Skating Coordinator.
 - b. Coordinates closely with the Big Sky Ski Program staff on training, lessons and equipment.
 - c. Works directly with representatives of Bridger Bowl, Bohart Ranch, the Gallatin Fairgrounds (ice rink), Bozeman Public Schools, sponsors, and cooperating organizations such as Reach and Counterpoint.
 - d. Ensures the safety of participants, volunteers and staff at all times.
 - i. Maintains ski equipment in good working order.
 - ii. Ensures a good match between volunteers, participants, and staff.
 - e. Assesses participants and assists them and their families in setting appropriate goals for the program.
 - f. Designs training, teaching & learning activities for staff, volunteers and participants to promote safe, fun, beneficial experiences in alpine skiing, Nordic skiing, snowshoeing and ice skating.

- g. Recruits, trains, manages, and recognizes volunteers.
 - h. Develops lesson schedules with school administrators, teachers, families, volunteers and others as necessary.
 - i. Coordinates program scheduling and day to day skiing lessons at Bridger Bowl.
 - j. Teaches adaptive ski lessons.
 - k. Monitors progress and keeps appropriate records for participants, volunteers, and donors.
 - l. Develops presentations, informational and promotional materials.
 - m. Prepares statistics and reports on program activity.
3. Plans, directs and manages Summer Adaptive Sports Programs (*May – September*)
- a. Supervises summer programs staff, including Adventure Days and adaptive sports such as kayaking, fishing, cycling, etc.
 - b. Coordinates closely with the Big Sky Program staff regarding summer activities and presence in Big Sky.
 - c. Works directly with representatives of cooperating organizations to organize activities, as well as with participants, families, volunteers, sponsors, donors, and community members.
 - d. Ensures the safety of participants, volunteers and staff at all times.
 - i. Maintains all equipment in good working order.
 - ii. Ensures a good match between volunteers, participants, and staff.
 - e. Assesses participants and assists them and their families in setting appropriate goals for the program.
 - f. Designs recreational activities to promote safe, fun, beneficial individual and group experiences.
 - g. Recruits, trains, manages, and recognizes volunteers.
 - h. Teaches adaptive lessons, leads group activities as needed.
 - i. Monitors progress and keeps appropriate records for participants, volunteers, and donors.
 - j. Develops presentations, informational and promotional materials.
 - k. Prepares statistics and reports on program activity.
4. Budget
- a. Prepares and submits program budgets to the Executive Director annually.
 - b. Monitors and maintains programs within approved budget guidelines.
5. Interacts and communicates with participants, families, volunteers, board members, staff and community members.
- a. Exhibits patience, respect for all, a desire to learn more, and handles busy situations effectively.
 - b. Writes articles for Eagle Mount's newsletters, other publications.
 - c. Attends appropriate meetings and conferences, and keeps current on professional matters.
 - d. Represents Eagle Mount and its programs whenever and wherever the opportunity arises.
 - e. Promotes program growth and development.
 - f. Recruits skiers outside of SW Montana to ski in our adaptive program.

Employment Standards

1. Education
 - a. Bachelor's degree preferred.
 - b. PSIA level 1 certification or greater preferred.
2. Work Experience and skills
 - a. Previous experience working with people with disabilities.
 - b. Experience in adaptive ski/sport techniques.
 - c. Strong interpersonal, communication and organizational skills.
 - d. Computer literate, with knowledge of data base systems.
 - e. First Aid Certification (including CPR).
 - f. Valid driver's license.

Performance Criteria

1. Generates original and innovative thinking in formulating program activities.
2. Prepares and presents clear, concise and comprehensive reports as required.
3. Maintains client records in an organized and up to date fashion.
4. Effectively disseminates information about the ski program through the Eagle Mount newsletter, the media and public speaking.
5. Maintains the confidentiality of clients.
6. Advocates for Eagle Mount and all of its functions.

**The Adaptive Sports Director position is contingent on receipt of continued funding for this seasonal position.*

I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive, as other duties may be assigned as needed.

Signature: _____ **Date:** _____