



## JOB DESCRIPTION

<b>Job Title:</b>	<b>AHR Program Supervisor – Winter Park</b>
<b>Location:</b>	Winter Park, CO
<b>Department:</b>	Winter Park Program
<b>Reports to:</b>	Recreational Program Director
<b>Supervises:</b>	AHR Instructors, Volunteers
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Classification:</b>	<input type="checkbox"/> Year Round <input checked="" type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

### **About the NSCD:**

We are Colorado's most comprehensive provider of adaptive outdoor experiences. We offer more programs, in more places, in more ways that change lives. The National Sports Center for the Disabled is a leading provider of adaptive outdoor recreation experiences committed to helping individuals with disabilities, their caregivers, and the broader community rethink ability. Through the power of adaptive innovation, recreation, and Colorado's great outdoors, we are transforming lives, families and communities and creating a world that celebrates each person's abilities.

Our exhilarating adaptive outdoor experiences help participants make the very most of their passion, their talents, and their aspirations. They discover a renewed sense of confidence, reignite the pure joy of play, and find motivation to try new things, meet new people and believe in their own abilities. With industry-leading adaptive equipment, renowned coaches, instructors and volunteers and unmatched mountain and metro programs, we change the perceptions of athletes of all levels and help them, and the world, [#RethinkAbility](#).

### **Position Overview**

The AHR Program Supervisor manages operations of the Adaptive Horseback Riding program including planning, coordination, implementation, and evaluation phases. The AHR supervisor coordinates custom groups, weekly programs, and camps; mentor staff and volunteers; and supervises the NSCD instructors, interns, and volunteers associated with the AHR program. The Program Supervisor directs client services instruction.

### **Job Duties**

*The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.*

- Supervise the AHR program, staff, participants, and volunteers on a daily basis in the Adaptive Horseback Riding program.
- Create and plan programming tailored to participant and Agency needs.
- Implement, monitor, and enforce safety standards established by NSCD policies and procedures. Set example by consistently following safety procedures and utilizing appropriate safety equipment.
- Supervise and oversee program operations including coordinating equipment, vehicles/transportation, facility and activity schedules, scheduling instructors for daily and long-term assignments, and providing direct instruction as needed.
- Assess participants for appropriate activities and adapted equipment needs.
- Document and evaluate program benefits as well as participant, staff, and intern performance.
- Develop and implement training programs for staff, volunteers, and interns.
- Oversee the permitting process and off-site facility arrangements for programs.

- Proactively work with the Customer Service team and the Director of Operations to facilitate excellent and responsive program delivery by providing input on program lesson availability, and participant evaluation for suitable programming and appropriate equipment needs.
- Assist in the development and promotion of recreation programs.
- Attend clinics and continuing education classes specific to programs.
- Attend all required NSCD training sessions and meet standards to pass training.
- Maintain and enforce safety standards established by NSCD policies and procedures. Set example by consistently following safety procedures and utilizing appropriate safety equipment.
- Create and maintain a friendly, congenial, and helpful attitude while effectively dealing with guests and other employees.

### **Horse and Venue Care**

- Maintain the health and safety of all horses in the care of NSCD.
- Lead daily care, feeding, and watering of all horses.
- Recruit leased horses for the summer program, exercise/train horses as needed.
- Secure winter boarding for NSCD owned horses.
- Arrange horse healthcare such as veterinary services, medications, hoof trims, etc.
- Order and distribute horse feed and hay.
- Maintain the arena, tack room, feedroom and yurt for safety and cleanliness.
- Maintain an accurate record of horse behavior and care.
- Operate heavy equipment including standard shift tractor, truck, and trailer.
- Maintain equipment: bridles, saddles & pads, helmets, equine care equipment, generator, pumps, feed racks, portable electric fences, standard shift vehicles, tractor, horse trailer, etc.

### **Supervision**

- 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 training employees, appraising performance, recognizing and rewarding employees, corrective disciplinary procedures and practices under direction of the Director of Finance & Human Resources, addressing complaints and resolving problems.
- Conduct end-of-season 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 positive morale, teamwork, and that the positive employment culture of the organization is maintained.
- Regularly schedule leadership/management, department, and staff 1:1 meeting to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.

### **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.

***Other duties may be assigned.***

### **Qualifications**

- College degree in Equine Therapy, Outdoor Recreation, Therapeutic Recreation, Special Education, or related field preferred.
- One year supervisory experience required.
- Current First Aid and CPR required within one month of hire.
- Advanced ability in equine care and instruction required.
- CHA/IRD or PATCH certification strongly preferred.
- Must be computer proficient and possess experience of Microsoft Office Suite and able to learn new software as needed.
- Excellent written and verbal communication skills including writing and report development.
- Ability to implement agency vision, mission, values and strategic plan.
- Ability to handle multiple tasks and to assess and change priorities based upon agency needs.
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders.
- Ability to maintain consistent exercise of discretion and confidentiality in the performance of duties.
- 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.
- Knowledge of disabilities and of adaptive recreation and equipment is desirable.
- Candidates must possess a Colorado driver's license, meet background check criteria and meet criteria regarding clearance to drive company vehicles including 15 passenger vans and vehicles with large towing capacity.

### **Work Schedule**

This is a full time, seasonal position. The work varies based on seasonal programming needs. This position will require weekends and/or evenings supporting the programming needs of the Agency.

### **Salary**

The salary range for this position is \$\$2,000 - \$2,160 per two-week pay period. Actual salaries may vary and may be above or below the range based on various factors including but not limited to experience, education, training, and performance.

NSCD provides seasonal employees paid sick leave, a holiday bonus for holidays worked, and employees may participate in the 403b retirement plan if they meet minimum required hours worked.

### **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.
- Physically able to assist participants with adaptive recreation equipment, position adjustments, transfers, and movement during activities.
- Able to lift a minimum of 75 lbs. with assistance.
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, students, clients on a daily basis.
- Able to successfully manage multiple, high priority tasks in a fast-paced and often times crowded and noisy 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.

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Employee Signature

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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.