

Adaptive Sports Foundation Job Description

Job Title: Part time seasonal Program Assistant (PTPA)

Reports To: Program Director

FLSA Status: Exempt

Summary: Responsible for assisting in the facilitation of Adaptive Sports Foundation recreational programs, which include winter ski and snowboard lessons for people with all types of disabilities and military programs.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Supervises and coordinates implementation and operation of programs.*
2. Provides direct supervision of program volunteer instructors and coaches in a manner that each member, guest, and visitor receives the highest level of service.*
3. Assists in the teaching of program participants and training of Program Volunteer Instructors.*
4. Provides logistical and administrative support for production of programs and events.*
5. Responsible for coordinating the delivery of lessons and programs.*
6. Responsible for providing training for Volunteer Instructors and Coaches.*
7. Responsible for program assessments, goals, evaluations, participant progress notes, newsletter articles, on-line blogs, educational material and publications, and other internal and external correspondence.*
8. Responsible for delivering and/or leading adaptive programs of alpine skiing, snowboarding and possibly Nordic skiing and snowshoeing.*
9. Responsible for working with the Building and Equipment Supervisor and Race Coach to support adaptive equipment, on-mountain, and facility needs.*
10. Responsible for implementing and supervising safety and risk management protocols in a caring and fun environment for participants, volunteers, and staff.*
11. Responsible for working with Program Director to engage qualified volunteers in program resource management and program delivery.*
12. Responsible for providing logistical and administrative support for the production programs and events.*
13. Responsible for providing direct and continuous leadership to program Volunteer Instructors and Coaches.*
14. Responsible for acting as primary replacement of full time Program Supervisor on an assigned daily basis in case of absence of Program Director or days off.*

15. Responsible for providing database and front-desk support from first guest contact to program delivery and follow-up.*
16. Completes continuing education in related fields through clinics and workshops provided by our organization and by outside professional resources and organizations.*
17. Responsible for working to create a nurturing, positive, and professional environment while promoting program policies and procedures amongst staff, volunteers, and community.*
18. Helps develop culture according to core values.*
19. Provides the highest level of service to all members of the community internal as well as external.*
20. Responsible for being a positive representative and promoting programs, events, and activities in our community.*
21. Responsible for actively participating as a team member in all office functions, programs, meetings, and trainings.*
22. Must hold a valid New York State Driver's License and have a driving record in good standing with ability to drive ASF vehicles.
23. Assists with special events, fundraisers, and other targeted activities.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Microsoft Excel.

Certificates and Licenses:

PSIA/AASI Certified Instructor Level II or higher preferred

*Essential Function

Equipment:

- Adaptive ski and snowboard equipment

Knowledge, Skills and Other Abilities:

- Customer service
- Professionalism
- Responsible
- Dependable
- Leadership skills
- Verbal communication skills
- Written communication skills
- Ability to determine and adjust appropriate adaptations of sports equipment for individuals with disabilities
- Detail orientated

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands; and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; outdoor weather conditions; and vibration.

The noise level in the work environment is usually loud.

Schedule:

- PTPA will be available for occasional meetings and planning sessions in Oct / Nov
- PTPA is required on weekends mid-November – end of March. Preferable if LSC is available for mid-week holiday periods on: Dec 26-28, Jan 21, Feb 18, 20-23.
- Hours for a typical day is 7:30-4:30, but hours may vary depending on events and activities.