



www.adaptivesportsfoundation.org

Volunteer Coordinator

Part time season position
\$10-\$12 an hour

Schedule: Thursday – Sunday with some exceptions based on holidays.

Starting late October through Mid- March

The Adaptive Sports Foundation is a 29 year old non-profit that teaches sports (skiing and snowboarding in the winter) to people with all types of disabilities. The Adaptive Sports Center is located slope-side at Windham Ski Area. In the winter, we have approximately 250 volunteers who teach skiing and snowboarding, work in our equipment room, babysit other volunteers' children, keep the building in good order or serve lunch.

Primary qualifications: Proficient in Microsoft Office and experience with data entry. Strong organizational, customer service and communication skills are vital. An outgoing, high energy, cheerful personality is a must.

Responsibilities: Primary focus is to be a liaison between the ASF program staff (Program Director and Administrator Director) and the volunteers with the goal of keeping the volunteer staff well informed and happy with their experience at the ASF.

- Work with Administrator Director/Program Director to coordinate volunteer instructors' schedules
- Work with Administrator Director to track and follow up on volunteer paperwork (applications etc)
- Work the main desk on Sundays (and fill in at main desk in Administrative Director's absence)
- Assist on the desk on Saturdays when needed
- Manage all aspects of Playroom and Food volunteers (including but not limited to: job responsibilities, training and scheduling).
- Assist with taking lesson reservations when needed
- Issue and track instructor uniforms
- Issue and track instructor lockers
- Assist Program Director and Program Supervisor on weekend mornings at check in
- Assist Administrator Director, Program Director and Program Supervisor with projects as needed
- Assist with fundraisers and special events as needed
- Manage the ASF online volunteer community
- Organize social or thank you events or gestures for the volunteers

Resumes should be sent to Pam Greene at pgreene@mhccable.com or faxed to 518-734-6740.