



## **Title: Winter Sports Coordinator**

**Reports to:** Director of Operations

**Position Type:** Part-time, Seasonal (November 3rd – May 1st), 3-4 Days/week

**Pay:** Starting at \$26/hourly

### **Job Purpose:**

Coordinate ski and snowboard lesson logistics, instructor support, equipment organization and inventory, and training schedules in support of Challenge Aspen's adaptive winter sports programs. This role plays a critical part in ensuring ski instructors are trained, prepared, and properly documented to provide exceptional and safe participant experiences.

### **Key Responsibilities**

- Alongside the reservations team, coordinate weekly on-hill lesson logistics and ensure effective Pro/participant pairings.
- Oversee and manage training schedules for ski and snowboard instructors (Pros), including initial onboarding, discipline-specific adaptive trainings, and refreshers.
- Work with PSIA and Aspen Skiing Company to schedule adaptive certification exams, including logistics and participant coordination.
- Keep instructor files up to date, including background checks, training completion records, certifications and ongoing skills check offs.
- Utilize Flybook and ProCard to book trainings and ensure proper equipment is being used on lessons.
- Support the creation and delivery of internal ski instructor onboarding and training sessions.
- Monitor on-hill lessons to ensure high-quality guest experience and adherence to safety standards.
- Communicate regularly with the reservations team and instructors about changes and needs.
- Assist in maintaining and organizing adaptive equipment as well as managing a check out system.
- Encourage timely completion of instructor progress notes and lesson documentation.

- Assist with planning and execution of Pro appreciation events and seasonal meetings.
- Report accidents, incidents, or equipment concerns promptly and maintain proper documentation.
- Participate in winter-specific events, meetings, and other organizational efforts as needed.

## **Qualifications & Attributes**

- Intermediate or expert skier or snowboarder required
- Adaptive recreation or working with people with disabilities required
- Strong organizational and time management skills
- Experience in instructor development and training
- Detail-oriented with excellent record-keeping habits
- Familiarity with adaptive sports equipment
- Experience with conflict deescalation
- Comfortable working outside in variable winter conditions
- Friendly and professional communicator
- Proficient in Microsoft Office and cloud-based tools
- Ability to lift up to 50 lbs.
- Available to work weekends and holidays
- Calm under pressure and adaptable to shifting priorities