

**Title:**

Adaptive Sports Manager

Summary:

The Adaptive Sports Manager is a full-time, one-year, grant funded position primarily tasked with growing Challenge Aspen's adaptive cycling program into a sustainable, scalable three-season offering through partnerships and program development. This year-round role leads adaptive bike programming and expansion efforts in the spring, summer, and fall, while also supporting the facilitation and instruction of Challenge Aspen's adaptive ski program in the winter months, including on-snow activities and adaptive equipment management. Across both programs, this role creates and enforces adaptive equipment use guidelines and oversees equipment storage and maintenance. The ideal candidate is a self-starter who can take a project from concept to execution with minimal oversight.

Status:

Full-time, 1 year contract beginning September 8 with potential for continued employment beyond the grant term.

Supervisor:

Program Director

Compensation:

\$60,000 - \$65,000 / year with benefits package including health insurance, potential for 401k, and paid time off.

Key Responsibilities:

Program Development, Planning, & Recruitment

- Lead the design and implementation of the current bike program's growth into a sustainable, scalable three-season offering.
- Identify and pursue partnerships that support bike program growth and inclusion.
- Lead in the design and implementation of participant recruitment strategies and initiatives for bike program.
- Assist with updating and enforcing adaptive equipment use guidelines.
- Create training and facilitation guidelines for new programs.

Program Facilitation & Participant Support

- Serve as activity facilitator during bike programs.
- Provide guidance, instruction, and coordination of field staff, volunteers, and contracted instructors throughout the winter and summer seasons. Examples include leading adaptive sports trainings, enforcing equipment usage regulations, and overseeing instructors and volunteers on bike and ski programs.
- Ensure adherence to organizational policies, safety standards, and adaptive recreation best practices.
- Manage the adaptive equipment fleet — including sourcing, fitting, retiring, and performing routine maintenance and mechanical upkeep, inventory tracking, organization and storage.
- Provide on-the-mountain or on-the-trail support to participants, addressing equipment, mobility, emotional, or activity-related challenges as they arise.
- Lead post-program survey collection and follow-up to measure outcomes and participant satisfaction.
- Develop professional community relationships that directly support Challenge Aspen programs with an emphasis on ski and bike.
- Represent Challenge Aspen at local, state, and national events, promoting program awareness and partnerships.
- Contribute to ongoing improvement of systems, policies, and program delivery through feedback and innovation.
- Perform additional responsibilities as assigned by the Program Director or organizational leadership.

Preferred Education, Experience, & Skills

- Bachelor's degree in Recreation Management, Recreation Therapy, or related field.

- 3+ years of leadership experience in recreation program management, including instruction, program development, and implementation.
- Understanding of adaptive recreation principles, adaptive equipment, and recreation therapy.
- Working knowledge of disability awareness, inclusive language, and best practices for engaging people with disabilities.
- Strong bike riding skills and passion for the biking community.
- Experience with cycling programs (coaching, guiding, or instruction).
- Mechanical/repair skills — including bike mechanic experience or certification — with the ability to assess and troubleshoot problems.
- Inventory management skills — tracking equipment condition, maintenance schedules, and replacement needs.
- Project management experience, ideally including growing a program from an early stage (budget, participant numbers, community reach).
- Skilled at relationship-building with community and industry organizations.
- Comfortable representing the program publicly (outreach events, tabling, presentations) to build visibility and drive recruitment.
- Basic marketing/outreach skills (flyers, social media, email campaigns).
- Experience with grant reporting or program outcomes tracking.
- Proficiency in Word, Excel, Outlook, and Slack; experience with database or CRM systems.
- Exceptional communication, organization, and problem-solving skills.
- Commitment to teamwork, safety, participant well-being, and a fun, positive team culture.
- Clean driving record; legally able to drive company vehicles and pull/park trailers.
- Ability to pass a criminal background check.
- Healthy physical condition; able to perform athletic tasks and lift up to 75 lbs.
- Comfortable working in varying mountain environments and inclement weather for extended periods.

Please send resume and cover letter to info@challengeaspen.org

