

Program Manager



Title: Program Manager

Reports to: Program Director

Position Status: Full-time, year-round, salary, benefitted

Compensation: Competitive, based on experience

Position Summary

Working under the direction of the Program Director, the Program Manager is responsible for implementation of programs, management of daily program staff, volunteers, and interns, oversight of equipment inventory including maintenance. The Program Manager will help promote the culture of STARS among staff, volunteers, and clients. The Program Manager is a full time, year-round, salaried, benefitted position.

Duties and Responsibilities:

- Work with Program Director to plan, develop and execute new and existing STARS recreational programs
- Coordinate, manage, and facilitate multiple recreational programs throughout the year
- Supervise seasonal staff and volunteers in day-to-day program operations
- Develop staff/volunteer schedules
- Manage instructor assignments throughout the year
- Manage seasonal volunteer training
- Instruct STARS winter and summer program lessons, as needed
- Manage equipment inventory including maintenance, retirement schedules, and parts/supply inventories
- Participates in all STARS fundraising activities and special events as needed
- Some evenings, overnights, and weekends required
- Performs other duties as assigned.

Requirements:

- Outstanding interpersonal, oral, and written communication skills
- Passion and commitment for STARS clients and mission
- Can work effectively and efficiently under pressure and timelines
- Ability to be flexible, creative and adaptable to a variety of situations
- Excellent Customer Service and Phone Skills
- Mature and professional demeanor when communicating with Clients, Volunteers and Co-workers.
- Possesses the utmost respect and trust regarding confidentiality
- Must be a self-starter with a goal-oriented work ethic
- Proficient in Microsoft Office (Word, Excel, PowerPoint & Outlook)
- Must possess a valid Colorado Driver's License and be able to supply proof of current vehicle insurance
- Commitment to a positive, fun and team-oriented working environment
- Evening and weekend availability

Education and Experience:

- 2-3 years of proven and effective management experience required
- Minimum 2 years' experience in a Therapeutic Recreation or adaptive sports program
- Experience in creating and organizing schedules
- Proven ability to communicate effectively in both verbal and written formats
- Bachelor's degree is preferred
- Current CPR and First Aid is preferred
- Proficient in full suite of Microsoft tools (Word, Excel and PowerPoint)
- Level 7 Skier or better

Physical Requirements:

- Must be able to work outside at high altitude in varying conditions a majority of the time, including uneven terrain, and unpredictable weather situations
- Must be physically able to assist guests, students, or clients with adaptive equipment
- Must be able to lift a minimum of 50 lbs.
- Must have auditory and visual acuity to operate computers and phones or mobile devices.
- Must have auditory and visual acuity to interact with guests, students, clients on a daily basis
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment

Work Environment:

- Fast-paced, highly interactive office environment with moderate to high noise levels.
- Some evenings, overnights and weekends required.

Please email cover letter and resume to ron@steamboatstars.com with "Program Manager Position" as the subject line.

Equal Employment Opportunity (EEO) Policy

STARS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, 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.