



Higher Ground  
Job Description

Current as of: March 2024

<b>Position Title</b>	Adaptive Sports Coordinator
<b>FLSA Status</b>	Non-Exempt
<b>Administrative Workweek</b>	Sunday - Saturday (0001-2400)
<b>Reports To</b>	Director of Adaptive Sports
<b>Compensation</b>	Base Hourly plus Benefits; \$20-24/hr DOE

Higher Ground, Inc. (HG) is a 501 c 3 organization that provides innovative sports and Recreational Therapy programming to enhance the quality of life for our local population of children and adults with disabilities and our injured veteran and first responder community.

The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education. The HG adaptive sports program implements Recreational Therapy services and adaptive sports instruction for our local community in Sun Valley and those visiting the area.

**Core Responsibilities and Duties**

- Work competently and cooperatively on an interdisciplinary team of professionals to fulfill program/client goals, objectives and desired outcomes through the delivery of Recreational Therapy services
- Assess, plan, implement and evaluate assigned Adaptive Sports programming in the following disciplines; adaptive snowsports, Nordic skiing, snowshoeing, cycling, hiking, fly fishing, bocce ball, paddling and swimming
- Serve as a primary point of contact for local adaptive sports activities
  - Monitor assigned programs
  - Deliver and facilitate adaptive sports programs
  - Maintain database, program communications and budget
- Maintain current inventory of adaptive equipment and identify equipment operational status; schedule prioritized list of equipment maintenance requirements
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through inclusive therapeutic recreation and education.

*The above statements are intended to describe the general nature of work performed by the employee in this job.*

- Maintain and uphold the five core values of Higher Ground in all aspects of performing job duties: passion, innovation, service, integrity and teamwork.

### **Specified**

- Participate and contribute to seasonal part time staff and volunteer trainings (summer and winter)
- Assist in registration of all Higher Ground Participants and program within database.
- Work closely with the volunteer manager and program manager to ensure the best possible instructor/student/volunteer pairing.

### **Implied:**

- Participate in scheduled staff and program meetings
- Conduct staff coordination to ensure that logistical “pieces” fit together in an integrated whole
- Disseminate operating procedures for any adaptive sport that is currently programmed (e.g. – adaptive snow sports PSIA/AASI)
- Integrate risk management into the planning and execution of all programming
- Participate in organization-wide programs, staff retreats, community outreach, and fundraising efforts
- Submit all receipts within one week of respective purchases, or end of month, whichever is sooner

### **Minimum Qualifications:**

- Possess a 4year degree from a recognized institution of higher learning in Recreational Therapy
  - Other allied health professional degrees – those in Adaptive Physical Education, Outdoor Education, Wilderness Therapy and others – will be considered on a case-by-case basis
- Current as a Certified Therapeutic Recreation Specialist (CTRS) through NCTRC
  - Other current and relatable professional certifications will be considered on a case-by-case basis
- Professional experience serving adults and children with physical and cognitive disabilities
- Experience instructing adaptive sports
  - Skiing, snowboarding, Nordic skiing, mountain biking, cycling, paddling and swimming
- Possess a valid driver’s license and clean driving record
- Pass all drug/alcohol/medical screenings and State/National background checks
- Certifications and Licenses:
  - Certified Therapeutic Recreation Specialist (CTRS)

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- PSIA H1 and or AASI H1
- PSIA H2 and or AASI H2 preferred
- Commercial Driver's License (CDL)
- Fly fishing casting instructor
- Swift Water Rescue
- Behavior management training (CPI, QBS, etc)

**Preferred Skills/Abilities**

- Experience leading and instructing adaptive sports and outdoor recreation activities
- Experience training and presenting to staff and volunteers
- Disability awareness/ADA guidelines
- Self-direction
- Customer service
- Computer and technology skills
- Strong communication skills
- Organizational skills

**Key Interfaces:**

- Director of Adaptive Sports
- Adaptive Sports Team
- Volunteer Coordinator
- Operations Manager
- Participants
- Volunteers
- HG Development Team
- Sun Valley Company (Ski Patrol, Ski School, etc.)
- Blaine County School District (School counselors and teachers)

**Position Scope:**

- Number of Employees Indirectly supervised: 1-10 part-time ski instructors
- Number of Employees Directly Supervised: 0
- Number of Volunteers Directly Supervised: 0
- Number of Volunteers Indirectly Supervised: 50

**Physical Requirements:**

- Geographic Information: Primary responsibility in Sun Valley, Idaho, but moderate travel may be required internal and external to the state of Idaho
- Travel
  - Recreation Therapy conferences if certification maintenance is required
  - Select PSIA Education Events and Programs
  - Represent the organization at meetings, fundraisers, and special events
- Lifting equipment and gear up to 50-75 pounds
- Being flexible and adaptable in successfully coordination of the organization's growth
- Weekend work required

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- Attendance at evening and overnight program events required.

**Contact Info:** To apply for this position, please submit a cover letter, resume and three references to:

Kayla Pedrolini  
Director of Adaptive Sports  
kayla@highergroundusa.org

**Equal Opportunity Employment** – Higher Ground Sun Valley Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.