



Higher Ground Job Description

Current as of: April 2024

Position Title	Operations Manager
FLSA Status	Exempt
Reports To	Director of Compliance and Advancement
Compensation	\$50K - \$55K DOE, plus competitive benefits package

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 injured veteran and first responder communities and our local population of children, teens, and adults with disabilities. The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education.

The Operations Manager works primarily with the Higher Ground staff and program teams, ensuring all logistical support, equipment readiness and maintenance, and special needs for participants and programs are taken care of. Primary responsibility is to provide operations and logistics support for all Higher Ground programs. Additional responsibilities include but are not limited to contract negotiation, property accountability, supply operations, program-specific travel, site visits, and training.

Core Responsibilities/Duties:

- Work competently and cooperatively on an interdisciplinary team of professionals to fulfill program goals, objectives, and desired outcomes through the delivery of Recreational Therapy treatment services at Higher Ground
- Manage inventory of all Higher Ground real property, equipment, vehicles, and supplies
- Coordinate/Conduct necessary maintenance and repairs of Higher Ground equipment and vehicles
- Communicate with staff to determine equipment and supply needs
- Communicate with the finance department about fixed asset purchases, disposals, and sales
- Review fixed asset depreciation schedule for discrepancies
- Develop standard operating procedures and policies as needed
- Oversee storage facility maintenance and organization
- Conduct logistical coordination with external entities as required
- Support programs as required
- Maintain and uphold the core mission of Higher Ground: enhancing quality of life through therapeutic recreation and education

ADVENTURE. SUPPORT. BELONGING.



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

Minimum Qualifications:

- 3-5 years of experience managing logistics for an organization
 - *Fleet management a plus*
 - *Inventory management a plus*
 - *Familiarity with adaptive sports equipment a plus*
 - *Bicycle and ski maintenance a plus*
- Possess a valid driver's license and clean driving record
 - *Ability/willingness to obtain commercial driver's license*
- Pass all drug/alcohol/medical screenings and State/National background checks

Preferred Skills/Abilities

- Experience leading adaptive sports and outdoor recreation activities
- Disability awareness/ADA guidelines
- PSIA /AASI certifications
- Leadership
- Self-direction
- Problem solving/reasoning
- Structure/organizational skills
- Strong interpersonal and communication skills
- Flexibility/adaptability
- Computer/technical skills
- Database management
- Time management

Key Interfaces:

- Director of Compliance and Advancement (supervisor)
- Director of Operations
- Director of Veteran Programs
- Director of Adaptive Programs
- Associate Director
- Finance Department
- HG Veteran and Adaptive Program Team
- Executive Director
- Volunteer Coordinator

ADVENTURE. SUPPORT. BELONGING.



Physical Requirements:

- Geographic Information: Primarily based in Sun Valley, Idaho, with some program related travel required
- Occasional weekend work required
- Set-up/tear-down at program events; moving adaptive equipment prior to and following training sessions/clinics/lessons; setting up tents, banners, displays, etc.
- Occasional lifting equipment and gear up to 30 pounds
- Assist with transportation needs and transfer of participants when needed

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

Brian J. Von Herbulis
Director of Operations
von@highergroundusa.org

Equal Opportunity Employment – Higher Ground 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.

ADVENTURE. SUPPORT. BELONGING.