



Title: Ski and Snowboard Program Director

Reports to: Executive Director

Job Summary

The Ski and Snowboard Program Director provides strategic leadership and operational oversight for all aspects of BOEC's winter programming across Breckenridge, Keystone, Copper Mountain, and Arapahoe Basin. This role is responsible for ensuring the delivery of high-quality adaptive lessons through the effective management of staff, volunteers, and complex resort partnerships.

As a vital member of the Senior Management Team, the Ski and Snowboard Program Director drives program excellence, champions rigorous risk management, and collaborates across departments to support BOEC's mission and long-term organizational health.

Essential Duties and Responsibilities

Staffing and Leadership

- Direct all aspects of personnel for the Ski Program, including the recruitment, hiring, and supervision of a seasonal team of 40-45 staff and the Assistant Ski Program Director.
- Provide high-level guidance for the winter volunteer program, supporting the Volunteer Coordinator in managing a diverse roster of approximately 200 volunteers.
- Drive professional development and mentoring initiatives. Work closely with the Assistant Director and Coordinators to ensure consistent training standards and meaningful performance evaluations.
- Actively cultivate a positive, inclusive, and team-oriented work environment. Implement creative appreciation and engagement strategies to boost morale and encourage seasonal staff to return year after year.
- Lead the leadership team (Assistant Director and Coordinators) with a focus on clear communication, shared goals, and collaborative problem-solving.

Training and Professional Development

- Lead the design and delivery of comprehensive and consistent training programs for instructional staff, interns, and volunteers, ensuring a focus on adaptive disciplines, safety, and student-centered teaching.
- Author and maintain all program manuals, standard operating procedures (SOPs), and training resources to ensure organizational consistency.
- Ensure all training promotes the highest levels of safety, professionalism, and adaptive technical skill development.
- Support staff in obtaining and maintaining PSIA/AASI certifications and other industry standard credentials to elevate the program's professional standing.

Program Management and Operations

- Oversee all program functions, including lesson scheduling, registration, scholarship allocation and point-of-sale system ensuring a seamless experience for participants.
- Partner with the Finance Director to build and manage the annual budget, ensuring responsible resource management.
- Conduct regular on-hill observations to ensure lesson quality meets BOEC's high standards. Use client, staff & volunteer feedback as well as data-driven insights to guide seasonal improvements.
- Direct the procurement, inventory, and maintenance of specialized adaptive equipment, ensuring all gear is safe and state-of-the-art.

Risk Management

- Serve as the primary Risk Management lead for the Ski Program; chair the review of safety protocols and ensure rigorous compliance across all staff and volunteer tiers.
- Manage the incident reporting process, conducting deep-dive reviews of internal reports to produce an annual end-of-season safety summary and mitigation plan.
- Represent the Ski Program on the BOEC Risk Management Committee, staying current on industry trends to evolve internal safety standards.

Partnerships and Outreach

- Cultivate and manage high-level partnerships with Breckenridge, Keystone, Copper Mountain, and Arapahoe Basin, ensuring alignment on mountain operations and shared goals.
- Serve as the primary liaison to **Move United**, **PSIA-AASI**, and other key industry bodies; oversee BOEC's high-profile participation in the **Hartford Ski Spectacular**.
- Coordinate and deliver specialized adaptive awareness and equipment training for resort personnel, including lift operations and ski school staff, to ensure a seamless and inclusive mountain experience for BOEC students.

Strategic and Organizational Leadership

- Partner with the Senior Management Team during the summer months to align Ski Program initiatives with BOEC's long-term strategic goals and organizational vision. Lead collaborative planning with the Wilderness Program and other departments to optimize year-round staffing models and ensure seamless transitions between seasons.
- Collaborate with the Finance Director on comprehensive fiscal year planning, including proactive budget modeling, end-of-year revenue analysis, and financial reconciliation.
- Act as a subject matter expert for the Development Team; provide impact data, contribute to grant applications, and assist with donor reports to secure program funding.
- Represent BOEC at key fundraising events and donor functions to communicate the program's mission and impact to stakeholders and the broader community.

Required Qualifications and Attributes

Professional Experience & Leadership

- 5+ years of experience managing an adaptive ski program or a comparable outdoor recreation/ski resort operation.
- Advanced skiing and/or snowboarding skills to conduct on-hill lesson observations, ensure program quality, and maintain safety standards across variable terrain.
- Demonstrated success in recruiting, leading, and mentoring diverse teams in a high-volume, dynamic environment.
- Ability to drive program goals independently while maintaining strong, collaborative ties with internal teams and external resort partners.

Technical & Risk Expertise

- Deep knowledge and practical application of risk management protocols within outdoor recreation or mountain operations.
- Strong technical skills in Microsoft Office, Google Workspace, and CRM/database platforms (e.g., Salesforce).
- Exceptional attention to detail and the ability to manage competing priorities and frequent interruptions without compromising accuracy.

Communication & Mission

- Highly developed organizational and problem-solving skills, with the ability to represent BOEC professionally to a variety of stakeholders.
- A sincere commitment to BOEC's mission of providing access, inclusion, and empowerment through outdoor experiences.

Preferred Qualifications

- Strong technical background in adaptive ski/snowboard instruction and specialized equipment.
- High-level PSIA-AASI certifications or equivalent industry-standard credentials.
- Extensive experience working directly with individuals with disabilities and special needs.

Working Conditions and Physical Requirements:

- Frequent work in extreme high-alpine environments, including exposure to cold temperatures, wind, snow, and inclement weather conditions for extended periods.
- Ability to lift, carry, push, and pull up to **50 pounds**, specifically when handling and transporting adaptive ski and snowboard equipment.
- Strong close vision and the ability to adjust focus are required for administrative tasks, equipment inspections, and monitoring on-hill activities.
- Ability to remain active on the mountain for full workdays, including frequent standing, walking on uneven/slippery surfaces, and navigating resort base areas.
- Ability to work effectively and maintain high energy levels at elevations exceeding 9,000 feet.

Note: Reasonable accommodation may be made to enable qualified individuals with disabilities to perform these essential functions.

Position Information and Benefits

- This is a full-time, year-round exempt position with the following benefits: generous paid time off (PTO) policy, health insurance, life insurance/AD&D, 403B retirement plan, 13 paid holidays, employee assistance program (EAP), employee professional development opportunities, pro-purchase program and employee ski pass.
- Program Director salary range is \$80,000 - \$115,00 with starting salary DOE.
- This position works primarily in the ski offices and on the mountain at Breckenridge Ski Resort and Keystone Resort, and occasionally on the mountain at Copper Mountain Resort and A-basin.
- Typical schedule is five days per week, with occasional involvement in programs or special events outside of those times as needed.
- The duties above are not an exhaustive list of responsibilities, duties, and skills required for this position. Additional tasks may be assigned as needed.

About Us

The Breckenridge Outdoor Education Center (BOEC), established in 1976 in Breckenridge, Colorado, is a 501(c)(3) non-profit organization dedicated to expanding the potential of individuals with disabilities and special needs through impactful, educational, and inspiring outdoor experiences. For 50 years, BOEC has offered outdoor recreational opportunities, led by highly trained professional staff and supported by over 300 dedicated volunteers. Participants from around the world engage in BOEC's Adaptive Ski and Snowboard Program, Wilderness Program, and Internship Program. Operating primarily in Breckenridge, Colorado, BOEC serves over 2,000 participants annually, including adults and children with physical and cognitive disabilities, sensory differences, veterans and their families, and other historically underserved populations.

BOEC strives to create environments that are just, equitable, diverse and inclusive and we are dedicated to providing outdoor experiences that are relevant and accessible to all participants regardless of race, ethnicity, sexual orientation, gender identification, religion, socioeconomic status, education or disability.