



**Telluride Adaptive  
Sports Program**

**Job Title:** Operations Manager

**Location:** Telluride, CO

**Organization:** Telluride Adaptive Sports Program (TASP)

**Position Type:** Full-Time, Year-Round

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**Job Summary:**

The **Operations Manager** at Telluride Adaptive Sports Program (TASP) will play a pivotal leadership role in overseeing and managing the year-round internal operations of the organization. This full-time, administrative position is focused on maintaining and improving key operational systems to ensure the smooth execution of all programs. The Operations Manager will be responsible for electronic systems management, participant registration, database oversight, and program financial management. Additionally, works within the leadership team ensuring that all operations run efficiently and effectively to support the operational and financial health of the organization.

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**Essential Duties and Responsibilities:**

**1. Registration and Data Management:**

- **Manage TASP registration software** to customize reports, ensure accurate data entry, and streamline processes for seasonal registrations, waivers, student progress tracking, and payment reconciliation.
- Oversee the **registration process** for individual students, providing high levels of customer service via phone/email, confirming registrations, reviewing risk waivers, managing waitlists, and ensuring timely payments.
- Ensure **alignment between registration data** and internal database systems to guarantee consistency and accuracy.
- Maintain **seasonal spreadsheets** and generate reports that track key program statistics, financial data, and other metrics essential for program evaluations and grant reporting.

## 2. Financial Oversight and Management:

- Ensure **accurate financial record-keeping** for petty cash, Square transactions, and other office payments, and assist with reconciliation.
- Maintain organized and accessible financial data to support audits, funding requests, and program assessments.

## 3. Systems and Technology Management:

- **Manage and troubleshoot technology systems**, overseeing user account management, addressing technical issues, and ensuring that all staff and volunteers have the tools needed to execute their roles efficiently.
- Support the **implementation of operational software and systems** (e.g., CampBrain, Neon, QuickBooks) to enhance data management, communication, and program efficiency.

## 4. Program and Office Support:

- Serve as the **program office liaison for donations**, ensuring proper documentation, acknowledgment, and tracking of incoming gifts and funds.
  - Work collaboratively within the leadership team to support the daily operations of all program activities, assisting with event logistics, and other administrative tasks as needed.
  - Coordinate office staff to ensure efficient management of daily tasks, including registration inquiries, participant communication, and overall office operations.
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## Preferred Skills and Qualifications:

- **Leadership and Organizational Skills:** Strong leadership abilities with attention to detail and the capacity to manage multiple projects simultaneously.
  - **Educational Background:** College degree preferred, especially in business administration, nonprofit management, computer science, accounting, or a related field.
  - **Technical Skills:** Proficiency in **database management** and systems such as CampBrain, Neon, and QuickBooks. Excel & Google Drive a must.
  - **Communication & Problem-Solving:** Excellent communication skills, with the ability to resolve issues and troubleshoot operational challenges efficiently.
  - **Financial Acumen:** Experience managing budgets, tracking expenses, and reconciling payments.
  - **Outdoor Education/Therapeutic Recreation Experience:** Previous experience in these fields is a plus.
  - **Outdoor Skills:** Proficiency in skiing, snowboarding, biking, flatwater paddling, climbing or other adaptive sports is beneficial but not required.
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### Requirements:

- Ability to **pass a background check** to ensure the safety of participants and staff.
  - **Clean driving record**, with the ability to drive program vehicles as needed. Trailer skills are a bonus.
  - Completion of **Mandatory Reporter Training** to ensure compliance with child protection standards.
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### Compensation and Benefits:

- Competitive salary based on experience. \$50-\$60K
  - Health, dental, vision, Simple IRA match & ski pass
  - Professional development opportunities in nonprofit management, adaptive sports, and outdoor education.
  - Flexible work hours with some evenings and weekends required during peak program times.
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### How to Apply:

Interested candidates should submit a **resume** and **cover letter** outlining their qualifications, experience, and interest in the position to [director@tellurideadaptivesports.org](mailto:director@tellurideadaptivesports.org) by March 25. Please also include any relevant certifications and references. This position has a start date of May, 5.

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TASP is committed to creating a diverse and inclusive workplace. We encourage individuals of all backgrounds and abilities to apply.