



PSIA-AASI Eastern Region

Job Title: Accessibility & Accommodations Coordinator

Hired by: Chief Executive Office (CEO).

Reports to: Chief Executive Officer

Works with: Director of Education and Programs, Eastern Office Staff, discipline coordinators and education leadership

Length of Service: The position is an initial one-year appointment, renewable annually based on performance and organizational needs.

Job Type: Limited Part-Time

Exemption Status: Non-exempt

Location: Remote worker

Job Description: The Accessibility & Accommodations Coordinator is a limited part-time position supporting PSIA-AASI Eastern Region's efforts to improve accessibility for members participating in educational and assessment programs. The Coordinator will serve as a resource to members and staff regarding accessibility and accommodation needs while helping Eastern develop more consistent processes, information and resources.

The position is intended to develop over time. During the first year, the primary emphasis will be on understanding current practices, supporting accommodation requests, developing relationships and beginning to build the information and systems needed to improve accessibility across Eastern Region programs.

The primary responsibilities of the Accessibility & Accommodations Coordinator are:

- Serve as a resource to Eastern staff and education leadership regarding accessibility and member accommodation requests.
- Assist with the coordination of accommodation requests, working with members, Eastern staff, education leadership and host resorts as appropriate.
- Review Eastern's existing accessibility and accommodation practices and recommend opportunities for improvement and greater consistency.
- Develop relationships with key Eastern staff, education leaders, adaptive snowsports resources and appropriate contacts at host resorts.
- Begin developing and maintaining a database of accessibility information for frequently used Eastern Region host resorts, including relevant facilities, services, limitations and resort contacts.

- Help identify accessibility considerations that should be incorporated into event planning and member communications.
- Assist in developing practical resources and guidance for Eastern staff and education personnel.
- Identify recurring accessibility barriers, questions or accommodation needs and recommend priorities for future work.
- Maintain appropriate records related to the position while respecting the privacy of members requesting accommodations.
- Provide the CEO with an annual summary of activities, observations and recommendations for continued improvement.

First Year Priorities:

Because this is a new position with limited hours, the first year will focus on establishing a foundation for Eastern's longer-term accessibility efforts. Priorities will include:

- Learning Eastern's current accessibility and accommodation processes.
- Supporting individual accommodation requests as they arise.
- Establishing relationships with key staff, education leadership and other accessibility resources.
- Reviewing and helping refine Eastern's process for responding to accommodation requests.
- Beginning development of an accessibility database for frequently used host resorts, including relevant facilities, services, limitations and resort contacts.
- Identifying priorities and recommendations for future development of Eastern's accessibility efforts.

Individual accommodation requests will take priority as they arise. When there are no active requests, the Coordinator's primary project will be development of the host-resort accessibility resource and related organizational infrastructure.

Future Development of the Position:

As Eastern's accessibility program develops, future priorities may include expanding the host-resort accessibility database, developing staff resources and training, improving accessibility information available to members, further integrating accessibility into standard event planning, evaluating the effectiveness of Eastern's accessibility efforts, and recommending the appropriate long-term structure for this role.

Time Commitment:

This is a limited part-time position averaging approximately 100 hours annually. Work will vary throughout the year based on organizational priorities and accommodation needs.

During the initial 2026–27 implementation period, the position is expected to average approximately four hours per week for six months. In subsequent years, the anticipated annual commitment is approximately two hours per week, recognizing that actual hours may vary throughout the year.

Qualifications:

The successful candidate should demonstrate:

- An understanding of and commitment to accessibility and inclusive participation.
- Familiarity with snowsports education and the operational environment of ski and snowboard areas.
- Strong communication, organizational and interpersonal skills.
- The ability to work collaboratively with members, staff, education leaders and resort personnel.
- Sound judgment and discretion when working with individual accommodation requests and confidential information.
- Experience with adaptive snowsports, disability accessibility, accommodation processes or related work is preferred.

Compensation:

The Accessibility & Accommodations Coordinator is a limited part-time position with annual compensation of approximately \$3,000, based on an anticipated commitment of approximately 100 hours per year.

Approved expenses incurred in carrying out the responsibilities of the position will be reimbursed in accordance with Eastern Region policy.

Work Environment:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:

- Work is primarily performed in a remote work environment.
- Periods of sitting, typing, and working at a computer.
- Occasional lifting of materials up to 20 pounds (e.g., snowsports equipment).
- Ability to communicate clearly in person, by phone, and electronically.
- Occasional travel or evening/weekend hours may be required for events or meetings

Application Process:

All interested parties need to submit a resume, a cover letter, and the name and contact information for two references from within the industry. These should be emailed to Kathy Brennan (kbrennan@easternsnowpros.org) by the end of the day on Sunday, October 11, 2026.

Equal Opportunity and ADA Compliance Statement:

The Professional Ski Instructors of America – Eastern Division is an equal opportunity employer committed to fostering an inclusive and diverse workplace. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other legally protected status.

In compliance with the Americans with Disabilities Act (ADA), The Professional Ski Instructors of America – Eastern Division will provide reasonable accommodations to qualified individuals with disabilities. If you need assistance during the hiring process or on the job, please contact Thessaly Bullard, tbullard@easternsnowpros.org, 518-452-6095.