Job Title: **Program Manager – Military Programs**

Job Summary: Outdoors for All is re-launching programs to serve injured or wounded active duty and retired service members for 2017-2018. In addition, Outdoors for All will also be launching an Adaptive Mountain Biking program. Outdoors for All is seeking a skilled and committed program manager with related experience to organize, develop, manage, and implement all aspects of Outdoors for All programs for injured active duty and retired service members. The program manager role will be tasked with development and implementation of the adaptive mountain biking program.

Responsible to: Program Director

Responsibilities

1. Manage the delivery of Outdoors for All Veterans Association Adaptive Sports Grant and program activities including program promotion, planning, staffing, event logistics, evaluation, and grant reporting.
2. Develop and Implement Outdoors for All's adaptive mountain biking program. Oversee the creation and management of the adaptive mountain biking program from the ground up.
3. Provide instruction or assistance in various adaptive sports and recreational programs including: Adaptive mountain biking, adaptive snowsport activities and others such as road cycling, hiking, water skiing, camping, and rock climbing and paddling.
4. Support Outdoors for All program delivery by acting as the designated staff representative at all or majority of military program activities and other programs including but not limited to Custom Events, Demo Days, individual activities, weekend excursions and traveling and veteran programs.
5. Manage risk management issues related to programs to ensure that safety remains Outdoors for All's prime goal.
6. Manage, recruit, retain and train Outdoors for All program volunteers and staff training.
7. Develop, manage and maintain good relationships with managers and employees of all Outdoors for All partner referral sources and community partners including event site locations, ski areas, parks and recreation departments, and vendors and/or sub-contractors.
8. Coordinate with program staff regarding facilities, vehicle and equipment logistics.
9. Assist Program Staff in compiling information, statistics, and materials needed for the Outdoors for All direct service delivery.
10. Work together with Outdoors for All staff to review, update, design, and compile program brochures and other Outdoors for All promotional materials.
11. Work with Program Staff in evaluating volunteer, participant and vendor activity and satisfaction levels.
12. Drive Outdoors for All vehicles for the delivery of custom event and direct service programs.
13. Provide staff assistance for Outdoors for All special events as needed.
14. Maintain accurate computer and paper project management/correspondence files. In a timely manner, provide Accountant with receipts and invoices for Program operations.
15. Be a positive representative and promoter of Outdoors for All programs, events and activities in our community.
16. Comply with Outdoors for All safety and health policies and procedures.
17. Participate fully as a member of the Outdoors for All staff team.
18. Other duties as identified.

Qualifications

1. Bachelor's degree or commensurate experience.
2. Experience working with military.
3. Two years teaching/coaching skiing, snowboarding, mountain biking, or other sports.
4. Two years experience working with people with disabilities.
5. Excellent interpersonal, verbal and written communications skills.
6. Ability to work flexible hours; evening and weekend work required.

7. Ability to travel approx. 30% within the Northwest region.
8. Ability to lift and carry up to 40lbs.
9. Commitment to a team working environment.
10. Valid Washington State Driver's License; must verify own auto insurance.
11. Pass Washington state Drivers background check.
12. Current First Aid card and CPR training (or willingness to obtain within 90 days).

Salary:	$50,000+ (DOQ)
Status:	Full Time. Exempt.
Hours:	Dependent on program schedule. Evening and weekend work required.
Benefits:	See Outdoors for All Personnel Manual.

Outdoors for All Mission:
To enrich the quality of life for children and adults with disabilities through outdoor recreation

TO APPLY

There are two components to our application process; we ask for these two steps to help ensure serious applicants for the position and help us focus our review of qualified candidates. Each of the following two steps must be met for your application to be considered for this job posting:

Step 1: Please include a **one to two page résumé** summarizing your recreation activity leadership and coordination qualifications.

Step 2: Please include a cover letter with your résumé to respond **specifically to the following questions** for your application.

Step 3: Submit application and supporting materials to Dan Retailliau at DanR@outdoorsforall.org.

Please answer these questions in your cover letter

1. **What is your experience with injured active duty or retired military?**

2. **What is your experience coordinating or managing outdoor recreation activities?**

3. *You will be tasked with reporting and managing Outdoors for All's largest grant.* **Describe your experience with execution of grant objectives and reporting.**

4. **Why is working at Outdoors for All something that interests you?**